

Letter of Collaboration

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Cross-Functional Project Collaboration

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration on [Project Name], which aims to [briefly describe the project objective]. Given the expertise and resources of both our teams, I believe our collaboration could greatly enhance the success of this initiative.

The key areas where we could collaborate include:

- [Area 1]
- [Area 2]
- [Area 3]

I would appreciate the opportunity to discuss this further and explore how we can effectively work together. Please let me know your availability for a meeting in the upcoming weeks.

Thank you for considering this collaboration. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]