

# Multi-Department Engagement Request

Date: [Insert Date]

To: [Department Heads/Managers]

Subject: Request for Multi-Department Engagement

Dear [Department Heads/Managers],

I hope this message finds you well. I am writing to request your engagement in a collaborative project that aims to [briefly describe the purpose of the project]. Our goal is to ensure that all relevant departments contribute their expertise and insights to achieve a successful outcome.

Please see the details of the proposed engagement below:

- **Project Title:** [Insert Project Title]
- **Objectives:** [Insert Objectives]
- **Proposed Timeline:** [Insert Timeline]
- **Expected Contributions:** [Insert Expected Contributions from Each Department]

We believe that collaboration between departments will foster innovative solutions and facilitate a smooth execution of the project. I would appreciate your feedback and any additional insights you may have.

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

Best Regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]