

# **Subject: Coordination of Strategic Initiative - [Initiative Name]**

Dear Team,

I hope this message finds you well. I am writing to discuss our upcoming strategic initiative, [Initiative Name], which requires collaboration across our cross-functional teams.

The goal of this initiative is to [briefly describe the goals and objectives]. To ensure smooth coordination, we will be holding a series of meetings to align our efforts and define our roles moving forward.

## **Schedule**

- Kickoff Meeting: [Date & Time]
- Weekly Check-ins: [Day/Time]
- Project Milestone Reviews: [Dates]

## **Action Items**

1. Please confirm your availability for the kickoff meeting.
2. Prepare a brief overview of your team's capabilities and how they can contribute to the initiative.
3. Identify any potential challenges or roadblocks that may arise.

Let's work together to make this initiative a success. Your expertise and input are invaluable.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]