

To: [Recipient's Name]

From: [Your Name]

Date: [Date]

Subject: Summary of Interdepartmental Budget Review

Dear [Recipient's Name],

I am writing to provide a summary of the recent interdepartmental budget review held on [date of review]. The purpose of this review was to evaluate the proposed budgets of the [Department A] and [Department B] and to identify any areas for collaboration or cost savings.

Key Highlights:

- **Department A:** Proposed budget of [amount] with a focus on [specific goals].
- **Department B:** Proposed budget of [amount] aimed at [specific goals].
- Identified potential for [collaborative initiatives or cost-saving measures].

Action Items:

1. Finalize budget allocations by [deadline].
2. Schedule follow-up meetings to discuss implementation strategies.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or need further information.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]