

Collaboration Project Commencement

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to formally announce the commencement of our collaborative project, titled "[Project Title]." This project aims to [briefly describe the purpose and goals of the project].

Participants from both sides will include:

- [Your Team Member's Name, Title]
- [Collaborating Team Member's Name, Title]

The initial meeting is scheduled for [Insert Date and Time], at [Location/Virtual Platform Link]. During this meeting, we will discuss the project timelines, roles, and responsibilities.

We believe that this collaboration will harness the strengths of both teams and lead to significant outcomes. Please feel free to reach out with any questions or suggestions prior to our meeting.

Looking forward to a successful partnership.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]