

Interdepartmental Project Initiation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Department Name]
[Company Name]

Dear [Recipient's Name],

I am writing to formally initiate the [Project Name] involving our departments. This project aims to [briefly state the purpose and objectives of the project]. Working collaboratively will allow us to leverage our combined strengths for better outcomes.

Key details of the project are as follows:

- **Project Start Date:** [Start Date]
- **Project End Date:** [End Date]
- **Key Participants:** [List of key participants from both departments]
- **Objectives:** [Briefly list the objectives]

I propose we schedule a kick-off meeting to discuss the project in more detail and align our strategies. Please let me know your availability for a meeting in the coming week.

Thank you for your collaboration on this exciting project. Looking forward to working together.

Best regards,

[Your Name]
[Your Title]
[Your Department]
[Your Company]
[Your Contact Information]