

Partnership Initiation Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Department Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an initiative for partnership between our departments, [Your Department Name] and [Recipient's Department Name]. I believe that by collaborating, we can enhance our productivity and achieve our common goals more effectively.

The objectives of this partnership include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I would like to schedule a meeting to discuss this partnership further and explore how we can align our efforts. Please let me know your availability in the coming weeks.

Thank you for considering this proposal. I look forward to the possibility of working together to achieve great results.

Best regards,

[Your Name]

[Your Position]

[Your Department Name]

[Your Contact Information]