

Proposal for Team Alignment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a digital alignment session for our team to ensure we are all aligned on our goals, responsibilities, and project timelines.

The objectives of this session will include:

- Clarifying roles within the team.
- Setting and reviewing project milestones.
- Addressing any concerns or suggestions from team members.

Proposed Date: [Insert Date]

Proposed Time: [Insert Time]

Platform: [Insert Digital Meeting Platform]

Please let me know your availability, and if you have any additional points you would like to discuss.

Looking forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]