

# Confirmation of Teamwork Across Divisions

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I am writing to formally confirm our collaboration on the [Project Name] initiative that involves multiple divisions within our organization. Our collective efforts have already shown promising results, and it is essential that we maintain clear communication and continue to work together effectively.

The key points of our cooperation include:

- **Division A Responsibilities:** [Outline responsibilities]
- **Division B Responsibilities:** [Outline responsibilities]
- **Shared Goals:** [List shared goals]

Let's continue to foster this teamwork spirit, and I look forward to our upcoming meetings to discuss further progress. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company]