

Proposal for Inter-Departmental Project Cooperation

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Department Name]

[Company/Organization Name]

Dear [Recipient's Name],

We are writing to propose a collaborative project between the [Your Department Name] and [Recipient's Department Name]. Our departments share a common interest in [brief description of the common interest or project focus], and we believe that by working together, we can achieve significant results.

Objectives of the Proposed Cooperation:

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

Proposed Activities:

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

We envision that this collaboration will not only enhance our project outcomes but also strengthen inter-departmental relationships and foster a spirit of teamwork within our organization.

We would appreciate the opportunity to discuss this proposal further and explore potential next steps. Please let us know a suitable time for a meeting.

Thank you for considering our proposal. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Department Name]

[Your Contact Information]