

Subject: Exciting Cross-Functional Project Opportunity

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an exciting cross-functional project opportunity that I believe aligns perfectly with your expertise and skills.

The project, titled "[Project Name]," aims to [briefly describe the objective of the project]. We are looking for team members from different departments to collaborate and bring their unique perspectives to achieve our goals.

Key details of the project:

- **Project Duration:** [Start Date] to [End Date]
- **Team Meetings:** [Frequency and Format]
- **Expected Outcomes:** [Briefly list expected results]

Your experience in [specific area or skill] would be invaluable to this project, and I believe your contribution could significantly impact our success. I would love to discuss this opportunity further with you.

Please let me know your availability for a brief meeting next week. Thank you for considering this opportunity.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company]