

# Inquiry for Resource Sharing

Date: [Insert Date]

To: [Department Head's Name]

[Department Name]

[Department Address]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to inquire about the possibility of resource sharing between our departments. As we continue to strive for efficiency and collaboration within [Organization/Company Name], I believe that pooling our resources could greatly benefit both of our teams.

Specifically, I am interested in exploring opportunities related to [specific resources or services you are interested in, e.g., training materials, equipment, personnel, etc.]. I believe that by working together, we can enhance our productivity and achieve our goals more effectively.

Please let me know if we can arrange a meeting to discuss this further. I am looking forward to your positive response.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]