

Interdepartmental Partnership Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Department]
[Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a partnership between our departments to achieve our shared objectives regarding [brief description of the shared objectives].

Our team at [Your Department] has identified [specific goals or projects] that align closely with your department's initiatives. We believe that by collaborating on these efforts, we can leverage our combined expertise and resources to enhance our outcomes and drive greater success across the organization.

We would like to schedule a meeting to discuss this opportunity in detail and explore how we can work together effectively. Please let me know your availability for the coming week.

Thank you for considering this partnership. I am looking forward to your positive response.

Best regards,

[Your Name]
[Your Title]
[Your Department]
[Your Contact Information]