

Interdepartmental Project Collaboration Proposal

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

From: [Your Name]

Department: [Your Department]

Subject: Proposal for Collaboration on [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration between our departments on an exciting project titled "[Project Name]." Given the complementary expertise of our teams, I believe we can achieve remarkable outcomes together.

Project Overview:

[Briefly describe the project, its goals, and its potential impact].

Collaboration Opportunities:

- [Opportunity 1]
- [Opportunity 2]
- [Opportunity 3]

Next Steps:

I would love the chance to discuss this proposal further and explore how we can work together effectively. Please let me know a convenient time for you to meet.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]