

# Request for Cross-Departmental Team Meeting

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Request for Cross-Departmental Team Meeting

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a cross-departmental team meeting involving the [Department A] and [Department B] teams. The purpose of this meeting is to facilitate collaboration on [specific project or topic] and to discuss [specific agenda items].

Suggested date and time: [Insert Date and Time]

Location: [Insert Location or specify if virtual]

I believe that by coming together, we can align our objectives and enhance our productivity. Please let me know your availability for the proposed time, or if there are alternative times that would suit you better.

Thank you for considering this request. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]