

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Suggestion for Interdepartmental Task Force Formation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the formation of an interdepartmental task force to address [briefly outline the specific issue or project]. Given the complexity of this initiative and the diverse expertise required, I believe that collaboration across departments will yield the best outcomes.

Objectives of the Task Force:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Proposed Members:

- [Department A] - [Representative Name]
- [Department B] - [Representative Name]
- [Department C] - [Representative Name]

The collaborative effort will not only enhance communication and resource sharing among departments but will also lead to more innovative solutions. I am confident that by working together, we can achieve our goals more efficiently.

I would appreciate your thoughts on this suggestion and would be happy to discuss this further at your convenience.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]