

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Company]

Dear [Recipient Name],

Subject: Application for Interdepartmental Initiative

I am writing to formally propose an interdepartmental initiative that aims to [briefly describe the objective of the initiative]. This initiative seeks to [explain the importance and expected benefits of the initiative].

To achieve this, I suggest collaboration between [mention involved departments] to leverage our combined strengths and resources effectively. The key goals of this initiative are:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

I believe that by working together, we can [highlight the potential impact of the initiative on the organization]. I am keen to discuss this proposal further and explore how we can move forward together.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]