

To: [Recipient Name/Department Head]

From: [Your Name/Department]

Date: [Insert Date]

Subject: Recommendation for Interdepartmental Culture Transformation Initiative

Dear [Recipient Name],

I am writing to formally recommend the initiation of a collaborative culture transformation program between [Your Department] and [Recipient Department]. Based on recent performance data and internal feedback, there is a significant opportunity to align our operational values to better support the company's long-term strategic goals.

The primary objectives of this recommendation include:

- Breaking down communication silos to improve cross-functional transparency.
- Standardizing core behaviors that promote accountability and innovation.
- Aligning departmental workflows with the new corporate mission statement.

I propose a joint task force consisting of key stakeholders from both teams to oversee this transition. By synchronizing our internal cultures, we can increase employee engagement and improve the efficiency of our shared projects.

I have attached a preliminary outline of the proposed phases and would welcome the opportunity to discuss this further during our next leadership meeting.

Thank you for considering this proposal for the continuous improvement of our organization.

Best regards,

[Your Signature]

[Your Job Title]