

[Your Name]
[Your Title]
[Your Department]
[Date]

[Recipient Name]
[Recipient Title]
[Department/Company Name]

Subject: Recommendation for Enterprise Employee Training Rollout Collaboration

Dear [Recipient Name],

I am writing to formally recommend a strategic collaboration between [Department A] and [Department B] for the upcoming rollout of the [Name of Training Program] enterprise training initiative.

Based on our recent performance analysis and internal skill-gap assessments, it is evident that a unified approach to this rollout will ensure higher engagement rates and better integration of new workflows. This program is designed to address [specific goal, e.g., digital transformation, compliance updates, or leadership development].

The proposed collaboration would involve:

- Shared resource allocation for training materials and logistics.
- Joint scheduling to minimize operational downtime.
- Cross-departmental mentorship to reinforce learning outcomes.

I believe that by pooling our expertise, we can deliver a more impactful learning experience that aligns with our current corporate objectives. I have attached a preliminary project outline for your review.

I look forward to discussing how we can move forward with this partnership. Please let me know your availability for a brief meeting later this week.

Best regards,

[Your Signature]

[Your Printed Name]