

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

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

Subject: Request for Systems Integration - [Project Name/Reference]

Dear [Recipient Name],

I am writing to formally request the integration of [System A Name] with [System B Name]. The primary objective of this integration is to [briefly state goal, e.g., automate data transfer, improve reporting accuracy, or streamline workflow].

To ensure a successful integration, we require the following technical considerations to be addressed:

- **Scope of Work:** [Briefly describe what needs to be connected]
- **Data Flow:** [Specify if integration is one-way or bidirectional]
- **Security Requirements:** [Mention API keys, encryption, or authentication methods]
- **Timeline:** We aim to have the integration completed by [Date].

Please let us know the necessary documentation, API access, or environment requirements needed from our side to begin the discovery phase. We would like to schedule a brief meeting on [Date/Time] to discuss the technical feasibility and resource allocation.

Thank you for your assistance in optimizing our systems. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information]