

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to invite you to our upcoming Team-Building Event scheduled for [Date] at [Location]. This event aims to foster teamwork, improve communication, and enhance collaboration among our team members.

****Event Details:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Start Time] to [Insert End Time]

- ****Location:**** [Insert Venue/Address]

- ****Activities:**** [Briefly outline planned activities, e.g., workshops, games, etc.]

Please RSVP by [RSVP Date] to confirm your attendance.

We look forward to a day full of learning, fun, and team spirit!

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Company Website]