

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]

Dear [Recipient Name],

Subject: Team Building Planning

I hope this message finds you well. I am writing to propose a team-building event aimed at enhancing collaboration and strengthening relationships among our team members.

**\*\*Event Details:\*\***

- **\*\*Date:\*\*** [Proposed Date]
- **\*\*Time:\*\*** [Start Time - End Time]
- **\*\*Location:\*\*** [Venue/Location]
- **\*\*Activities:\*\*** [Overview of planned activities]

This event will provide a great opportunity for our team to engage in meaningful interactions outside of our usual work environment. I believe this will foster a more cohesive team dynamic and improve overall morale. I would love to hear your thoughts on this proposal and any additional ideas you might have. Please let me know a convenient time for us to discuss this further.

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

Best regards,

[Your Name]  
[Your Position]