

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization Name]  
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to gather ideas for our upcoming team building event scheduled for [date]. We are eager to foster collaboration and strengthen relationships among team members, and I believe your insights would be invaluable.

If you have any activities, themes, or suggestions that have worked well in the past, please share them with me at your earliest convenience. We aim to create an engaging and enjoyable experience that caters to everyone's interests.

Thank you for your help, and I look forward to your creative ideas!

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]