

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose scheduling a team-building session aimed at enhancing collaboration, communication, and camaraderie among our team members.

I suggest we consider the following dates and times for the session:

1. [Date and Time Option 1]
2. [Date and Time Option 2]
3. [Date and Time Option 3]

Please let me know your availability or if there are other dates that work better for you. Once we finalize the schedule, we can discuss the format and activities for the session to ensure it meets our objectives. Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]