

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the upcoming team building event organized for [date] at [location]. This event aims to enhance collaboration and strengthen relationships among team members.

Event Details:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location: [Venue Name, Address]
- Activities: [Brief description of planned activities]
- Attire: [Dress code, if any]

Please RSVP by [RSVP Deadline] to ensure adequate preparations. Should you have any questions or need further information, feel free to reach out to us at [Your Contact Information].

We look forward to an exciting and productive event!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]