

# Approval Request for Pharmaceutical Team Building Activity

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Approval Request for Team Building Activity

Dear [Manager's Name],

I am writing to request your approval for a team-building activity for the pharmaceutical team, aimed at enhancing teamwork, communication, and overall productivity within our department.

The proposed activity will take place on [Insert Date], at [Insert Location]. The agenda includes various team-building exercises, workshops, and breakout sessions to foster collaboration and strengthen team dynamics.

The estimated budget for this activity is [Insert Amount], which includes venue rental, materials, and refreshments. We believe that this investment will yield significant returns in terms of improved morale and increased efficiency.

Please let me know if you require any additional information or have any concerns regarding this proposal. I look forward to your positive response.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]