

# Request for Team Building Activity

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Team Building Activity

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a team building activity aimed at enhancing collaboration and communication within our team.

Activity Details:

- **Activity Name:** [Insert Activity Name]
- **Date:** [Proposed Date]
- **Location:** [Proposed Location]
- **Duration:** [Insert Duration]
- **Purpose:** [Briefly describe the purpose]

As we continue to work on our projects, I believe that this activity will not only strengthen our team dynamics but also promote a positive work environment. I look forward to your support and approval.

Thank you for considering this request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]