

# Team Capability Building Project

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

I am pleased to inform you about our upcoming Team Capability Building Project aimed at enhancing the skills and capacities of our team members. The project is scheduled to take place from [Start Date] to [End Date] and will involve various workshops, training sessions, and team-building activities.

The objectives of this project are as follows:

- To improve teamwork and collaboration.
- To enhance individual and group skills relevant to our work.
- To foster a culture of continuous learning and development.

We are excited about the potential growth this initiative could bring. We would like to invite you to participate in this project, as your insights and expertise would be invaluable to our team's development.

Please let us know your availability for an initial planning meeting on [Proposed Date]. We look forward to your positive response and working together on this endeavor.

Thank you for considering this opportunity to enhance our team's capabilities.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]