

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to inquire about the availability of team-building workshops that you offer. We are looking to enhance our team's collaboration and communication skills, and believe that your workshops could be an excellent fit.

Could you please provide information on the available dates, workshop formats, and any other relevant details? We are eager to explore how these workshops can benefit our team.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]