

Inquiry About Team-Building Activity

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the details regarding the team-building activities that you provide. Our organization is looking to enhance teamwork and collaboration among our employees, and we are interested in exploring options that your team might offer.

Specifically, we would like to know the following:

- The types of team-building activities you offer.
- Pricing and package details.
- Duration and location of the activities.
- Availability of dates and any recommended programs.
- Any testimonials or case studies from previous clients.

We are aiming to organize this event in the upcoming month and would appreciate any information you could provide at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]