

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding team-building events that your organization offers. As we are looking to enhance collaboration and communication within our team, we believe that participating in such events could greatly benefit our group.

Could you please provide us with details on the following:

- Types of team-building events available
- Duration and schedule of the events
- Pricing and package options
- Locations where the events are conducted
- Any recommendations based on group size and objectives

We are aiming to organize an event in the upcoming months, so any information you could provide at your earliest convenience would be highly appreciated.

Thank you for your time and assistance. I am looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]