

Clearance for Team Performance Enhancement Activity

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clearance for Team Performance Enhancement Activity

Dear [Recipient's Name],

I am writing to formally request clearance for the upcoming Team Performance Enhancement Activity scheduled on [insert date] at [insert location]. The purpose of this activity is to foster team bonding, improve communication, and enhance overall performance within our department.

The planned agenda includes team-building exercises, workshops, and strategic discussions aimed at aligning our objectives and enhancing collaboration. The anticipated outcomes are increased productivity and a more unified team approach to our projects.

Please let me know if there are any forms or procedures that need to be completed prior to this event. Your support in facilitating this activity is greatly appreciated.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]