

# Official Request for Team Motivation Exercise

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Team Motivation Exercise

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for organizing a team motivation exercise aimed at enhancing team collaboration and boosting morale.

The proposed exercise will take place on [Insert Date] at [Insert Location]. We believe that engaging in these activities will foster a positive team environment and improve overall productivity.

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

Sincerely,

[Your Full Name]

[Your Position]

[Your Contact Information]