

Team Building Exercise Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of Team Building Exercise

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek your approval for a team building exercise that I believe would greatly benefit our team's cohesion and productivity.

Details of the proposed exercise are as follows:

- **Activity:** [Insert Activity Name]
- **Date:** [Insert Date]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]
- **Estimated Cost:** [Insert Cost]

The objectives of this exercise include:

1. Enhancing communication among team members.
2. Fostering collaboration and trust.
3. Improving problem-solving skills.

I believe that this exercise will not only strengthen our team dynamics but also contribute positively to our overall performance. I would appreciate your consideration of this request and look forward to your approval.

Thank you for your time.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]