

Proposal for Team-Building Retreat

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Hotel Name]

Subject: Hotel Proposal for Your Team-Building Retreat

Dear [Recipient's Name],

We are delighted to present our proposal for hosting your upcoming team-building retreat at [Your Hotel Name]. With our outstanding facilities and exceptional service, we are confident that we can provide a unique experience that will foster teamwork, creativity, and collaboration among your team members.

Proposed Dates:

[Insert Proposed Dates]

Accommodation:

We offer [number] of rooms, including [room types and features]. Each room is designed for comfort and productivity, ensuring your team has a restful experience.

Meeting Spaces:

Our hotel provides [number] versatile meeting rooms equipped with the latest audio-visual technology, ideal for workshops and discussions.

Team-Building Activities:

We recommend the following activities to enhance team spirit:

- [Activity 1]
- [Activity 2]
- [Activity 3]

Catering Services:

Our culinary team will provide a range of meal options, including breakfast, lunch, and dinner, tailored to meet your dietary requirements.

Pricing:

The total estimated cost for your retreat is [Insert Cost]. This includes accommodations, meeting space rental, and meals.

Conclusion

We are excited about the possibility of hosting your team-building retreat at [Your Hotel Name]. Please feel free to reach out with any questions or to discuss further details.

Thank you for considering us.

Sincerely,

[Your Name]

[Your Position]

[Your Hotel Name]

[Contact Information]