

Inquiry Letter

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the team engagement workshops offered by your organization. As we strive to improve team dynamics and enhance productivity within our team at [Your Company], we believe that participating in such workshops could be immensely beneficial.

Could you please provide more details regarding the workshops available, including the topics covered, duration, format, and pricing? Additionally, information on how these workshops are tailored to meet the specific needs of different organizations would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]