

Inquiry for Team Building Activities

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. We are currently exploring various options for team building activities to enhance collaboration and camaraderie among our team members.

I would like to inquire about the team building activities offered by [Recipient's Company/Organization]. Specifically, we are interested in:

- Types of activities available
- Duration and schedule
- Group size accommodations
- Pricing and package options

We are looking at planning this event for [insert potential dates], and would appreciate any brochures or information that you may have available.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]