

Request for Proposal: Corporate Team Building Program

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are currently looking to enhance teamwork and collaboration within our organization and would like to explore options for corporate team building programs.

We would be interested in understanding the various activities you offer, the duration, associated costs, and any special arrangements that can be made for our team of [number] participants. Ideally, we are looking to conduct the program in [mention preferred location or if it's virtual], and we are aiming for a time frame of [mention date or month].

Could you please provide us with a detailed proposal at your earliest convenience? If possible, we would also appreciate any testimonials or case studies from previous clients.

Thank you for considering our request. We look forward to your prompt response.

Best regards,

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