

Departmental Tour Request for Team-Building Activities

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Subject: Request for Departmental Tour for Team-Building Activities

Dear [Manager's Name],

I am writing to formally request approval for a departmental tour aimed at enhancing team-building and collaboration within our team. We believe that participating in engaging activities outside of the workplace will foster better communication, strengthen relationships, and improve overall team dynamics.

We propose to organize the tour on [Proposed Date], at [Location/Activity]. The schedule will include team-building exercises, workshops, and leisure activities designed to promote teamwork and creativity.

The estimated budget for the tour is [Estimated Budget], which covers transportation, meals, and activity fees. We are confident that this investment will yield positive results for our team's performance and morale.

I am happy to discuss this proposal in detail at your earliest convenience. Thank you for considering this request, and I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]