

Budgeting Proposal for Team Building Initiatives

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Budget Allocation for Team Building Initiatives

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a budget allocation for upcoming team building initiatives aimed at fostering better collaboration and strengthening team dynamics within our department.

Overview

Our team has been actively contributing to [insert relevant project or goal], and I believe that investing in team building activities will enhance our productivity and overall morale.

Proposed Activities

- Activity 1: [Description] - Cost: \$[amount]
- Activity 2: [Description] - Cost: \$[amount]
- Activity 3: [Description] - Cost: \$[amount]

Total Budget Request

The total budget requested for the above activities is: **[\$[total amount]]**.

Conclusion

By approving this budget, we can ensure a successful series of team building events that will support our goals and enhance our work environment. I am looking forward to discussing this proposal further.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]