

# Travel Request for Team-Building Activity

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Rapid Travel Approval for Team-Building Activity

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for rapid travel arrangements concerning our upcoming team-building activity scheduled for [insert date].

As we aim to enhance team collaboration and morale, participating in this activity is crucial for achieving our goals. The planned destination is [insert location], and we anticipate that the travel duration will be approximately [insert duration].

The total estimated cost for travel and accommodations is [insert cost]. I believe that the benefits derived from this activity will significantly boost our team's performance and cohesion.

Please let me know if you require any additional information or if we can schedule a quick meeting to discuss this further. I look forward to your prompt approval.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]