

Budget Proposal for Team-Building Event

Date: [Insert Date]

To: [Partner's Name]
[Partner's Title]
[Company Name]
[Company Address]

Dear [Partner's Name],

We are excited to propose a team-building event aimed at fostering collaboration and enhancing relationships among our teams. Below is a detailed budget proposal for your review:

Event Overview

- Date: [Proposed Date]
- Location: [Proposed Location]
- Number of Participants: [Number]

Budget Breakdown

Item	Estimated Cost
Venue Rental	[\$Amount]
Catering	[\$Amount]
Activities/Workshops	[\$Amount]
Transportation	[\$Amount]
Miscellaneous	[\$Amount]
Total	[\$Total Amount]

We believe that this team-building event will significantly contribute to our ongoing partnership and promote a positive work environment.

Thank you for considering this proposal. We look forward to your feedback and hope to collaborate effectively for a successful event.

Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]