

Subject: Follow-up on Team-Building Event Preparation

Dear [Partner's Name],

I hope this message finds you well. I wanted to follow up on our recent discussions regarding the upcoming team-building event scheduled for [Date].

As we draw closer to the date, I would like to ensure that we are both aligned on the event details, including the agenda, venue, and any activities we plan to incorporate. Please let me know if there have been any developments or adjustments from your side that we should consider.

Additionally, if there are any specific resources or support you need from our team to facilitate this event, do not hesitate to reach out. Your input is invaluable for making this a successful experience for all participants.

Looking forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]