

Team-Building Event Planning Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Team-Building Event

Introduction

We propose to organize a team-building event aimed at enhancing collaboration and communication among team members.

Event Details

- **Date:** [Proposed Date]
- **Location:** [Proposed Location]
- **Duration:** [Proposed Duration]
- **Activities:** [List of Proposed Activities]

Goals

The primary goals of the event are to:

1. Improve team communication.
2. Build trust among team members.
3. Enhance problem-solving skills.

Budget

The estimated budget for the event is [Insert Budget]. This will cover venue, materials, and refreshments.

Conclusion

We believe that this team-building event will be beneficial for our team and contribute significantly to our work environment. We look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]