

# Budget Proposal for Company Retreat

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Budget Proposal for Upcoming Company Retreat

Dear [Recipient's Name],

I am writing to propose a budget for our upcoming company retreat aimed at fostering team building, enhancing productivity, and boosting morale among our employees. After careful consideration, I have outlined the key components and estimated costs below:

## Proposed Expenses

- **Venue Rental:** \$[Amount]
- **Accommodation:** \$[Amount]
- **Meals & Catering:** \$[Amount]
- **Transportation:** \$[Amount]
- **Activities & Workshops:** \$[Amount]
- **Miscellaneous Expenses:** \$[Amount]

## Total Estimated Budget: \$[Total Amount]

This retreat is planned for [insert dates], and it will feature various team-building activities and workshops designed to encourage collaboration and creativity among our staff.

I believe this retreat will greatly benefit our team dynamics and overall productivity. I look forward to your approval to proceed with the necessary arrangements.

Thank you for considering this proposal. Please feel free to reach out for any further details.

Sincerely,

[Your Name]

[Your Position]

[Your Company]