

Venue Selection Proposal for Company Retreat

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the selection of a venue for our upcoming company retreat scheduled for [Date]. After considering several options, I would like to suggest the following venue:

Venue Details

Name: [Venue Name]

Location: [Venue Address]

Capacity: [Number of Attendees]

Amenities: [List of Amenities]

Reasons for Selection

1. [Reason 1]

2. [Reason 2]

3. [Reason 3]

I believe this venue aligns perfectly with our goals for the retreat and will provide an inspiring environment for our team-building activities. Please let me know your thoughts or if you would like to discuss this further.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]