

# Invitation to Strategic Planning Retreat

Dear [Recipient's Name],

We are pleased to invite you to our upcoming Strategic Planning Retreat, scheduled for [Date] at [Location]. This retreat aims to bring together key stakeholders to collaboratively refine our vision and set actionable goals for the upcoming year.

## Details of the Retreat:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Venue/Address]
- **RSVP:** Please confirm your attendance by [RSVP Deadline].

Your insights and contributions will be invaluable as we strive to enhance our strategic direction. We look forward to your positive response.

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]