

Request for Guidance in Setting Up a Multi-Day Retreat

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your guidance in organizing a multi-day retreat that aims to [briefly describe the purpose of the retreat, e.g., team building, spiritual growth, etc.].

As we plan this event, we are particularly interested in your expertise in the following areas:

- Venue selection
- Activity planning
- Logistics and accommodations
- Facilitator recommendations
- Budget management

We believe that your experience and insights would be invaluable to us during this process. If you are available, I would appreciate the opportunity to discuss this further at your convenience.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title/Organization]