

# Executive Retreat Scheduling Update

Dear Team,

We would like to inform you of an important update regarding the upcoming Executive Retreat.

**New Dates:** October 15-17, 2023

**Location:** Mountain View Conference Center, Aspen, CO

Please adjust your schedules accordingly and confirm your attendance by **October 1, 2023**.

Your participation is crucial for the success of our strategic planning discussions, and we look forward to a productive and inspiring gathering.

Best regards,

John Doe  
Director of Operations  
[Your Company Name]