

Winter Retreat Transportation Arrangements

Dear Church Family,

We are excited to announce the upcoming winter retreat scheduled for [insert dates] at [insert location]. To ensure everyone has a smooth travel experience, we have arranged transportation for all participants.

Transportation Details:

- **Departure Date:** [insert date]
- **Departure Time:** [insert time]
- **Departure Location:** [insert location]
- **Return Date:** [insert date]
- **Return Time:** [insert time]

Please ensure you arrive at least 30 minutes prior to departure to avoid any delays. If you need transportation assistance or have special requests, feel free to contact [insert contact information].

We look forward to a blessed time together at the winter retreat!

In Christ,

[Your Church Name]

[Contact Information]