

Blackout Dates Notice

Dear [Recipient's Name],

We hope this message finds you well. As we plan for upcoming corporate retreats, we would like to inform you about the blackout dates that will affect our scheduling.

Blackout Dates

- January 10th - January 15th, 2024
- April 5th - April 10th, 2024
- July 20th - July 25th, 2024
- October 15th - October 20th, 2024

Please avoid scheduling any retreats or planning activities on these dates to ensure a smooth and successful experience for all attendees.

Thank you for your understanding and cooperation.

Best regards,
[Your Name]
[Your Position]
[Your Company]