

Travel Arrangements for Board Retreat

Date: [Insert Date]

To: [Board Member's Name]

Subject: Travel Arrangements for Upcoming Board Retreat

Dear [Board Member's Name],

We are pleased to confirm your travel arrangements for the upcoming Board Retreat scheduled for [Insert Retreat Dates]. Below are the details of your itinerary:

Travel Itinerary

- **Departure:** [Departure Date & Time] from [Departure Location]
- **Airline:** [Airline Name]
- **Flight Number:** [Flight Number]
- **Arrival:** [Arrival Date & Time] at [Arrival Location]

Accommodation Details

You will be staying at:

- **Hotel Name:** [Hotel Name]
- **Check-in:** [Check-in Date]
- **Check-out:** [Check-out Date]
- **Reservation Number:** [Reservation Number]

Transportation

A shuttle service will be provided from the airport to the hotel. Please look for the [Insert Company Name] shuttle upon arrival.

If you have any questions or require further assistance, feel free to reach out.

Safe travels!

Sincerely,

[Your Name]

[Your Position]

[Your Company]