

# Board Training Logistics Information

Date: [Insert Date]

To: [Board Members/Participants]

From: [Your Organization's Name]

## Dear Board Members,

We are pleased to provide you with the logistics information for the upcoming board training session scheduled for [Insert Date and Time]. Below are the details for your reference:

### Venue

[Venue Name]

[Venue Address]

[City, State, Zip Code]

### Agenda

- [Time] - [Session Title]
- [Time] - [Session Title]
- [Time] - [Session Title]

### Transportation

[Details about transportation options, parking, etc.]

### Accommodation

If you require accommodation, please consider the following options:

- [Hotel Name] - [Contact Information]
- [Hotel Name] - [Contact Information]

### Contact Information

If you have any questions or require further information, please do not hesitate to contact:

[Your Name]

[Your Position]

[Your Contact Information]

We look forward to your participation in the training session.

Best Regards,

[Your Name]

[Your Organization's Name]