

Confirmation of Attendance for the Annual Board Retreat

Date: [Insert Date]

Dear [Board Member's Name],

We are pleased to confirm your attendance at the upcoming annual board retreat scheduled for [Insert Date] at [Insert Location]. The retreat will begin at [Insert Start Time] and conclude at [Insert End Time].

Agenda highlights include:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

Please confirm your dietary preferences and any special accommodations you may require.

We look forward to your valuable contributions as we strategize for the upcoming year.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]