

Board Annual Retreat Location Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Name]

Subject: Location Details for the Upcoming Board Annual Retreat

Retreat Location

Venue: [Insert Venue Name]

Address: [Insert Venue Address]

Contact Number: [Insert Contact Number]

Accommodation

For those requiring accommodation, please refer to the following details:

Hotel Name: [Insert Hotel Name]

Address: [Insert Hotel Address]

Reservation Phone Number: [Insert Hotel Contact Number]

Transportation

Information regarding transportation options:

Nearest Airport: [Insert Nearest Airport Name]

Shuttle Service: [Details about Shuttle Service]

Additional Information

Please ensure you have confirmed your attendance by [Insert Confirmation Date]. If you have any dietary restrictions or special requests, do let us know.

We look forward to an engaging and productive retreat!

Best Regards,
[Your Name]
[Your Position]