

# Transportation Arrangements for Board Annual Retreat

Date: [Insert Date]

Dear [Board Members/Team],

We are pleased to inform you about the transportation arrangements for our upcoming Annual Retreat scheduled for [Insert Retreat Dates] at [Insert Venue].

## Transportation Details:

- **Departure:** We will depart from [Insert Departure Location] at [Insert Departure Time]. Please arrive at least 15 minutes early.
- **Mode of Transportation:** A chartered bus will be provided for all participants. The bus is equipped with comfortable seating and restrooms.
- **Arrival:** Estimated arrival time at [Insert Venue] is [Insert Arrival Time].
- **Return Journey:** The return trip will depart from [Insert Venue] at [Insert Return Time].

We recommend that you pack light and bring any personal items you may need during the journey. Should you have any questions or require special accommodations, please do not hesitate to reach out.

Looking forward to an engaging and productive retreat!

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