

FINAL LETTER



The World Community for Christian Meditation (Country)

The School of Meditation

ESSENTIAL TEACHING WEEKEND

Name of Venue | Address of Venue

Friday (date) – Sunday (date)

(Date)

Dear (Name of Participant)

There are less than two weeks before we gather for the Essential Teaching Weekend. I hope you are looking forward to it as much as I am. Our preparations are almost complete. There will be fourteen participants and three Team members for our weekend. In the Team are (XX) and (YY) and myself.

Please bring your own toiletries, medications and personal items. Some people like to bring a shawl for meditation periods. Please bring whatever you usually have at home for your meditation, for example, a cushion for your back or under your feet. It may be advisable also to bring the following items: (mention any specific clothes for weather conditions, for example, coats, umbrella, walking shoes and so on.)

All sheets, blankets and towels are provided.

There are a couple of hours of free time on Saturday afternoon when you may wish to go for a walk. If you do, comfortable walking shoes would be a good idea. Before going in to the meditation room, as a mark of entering a sacred space, we remove our shoes. For these times, you may find it convenient to have slip-on shoes. Lunch and dinner are served in the dining room. Morning and afternoon tea are provided. The

special dietary requirements you have told us about have been catered for. The arrival time is between 3.30 pm and 4.30 pm.

If you have any questions, please contact me at: (provide your contact particulars)

I pray that your preparation time is proving to be a blessing for you.

Yours sincerely,

(Name of ETW Team Leader)