

Letter Writing Retreat Schedule (Mountain Time)

- **10:45** Open Zoom meeting
- **11:00** Welcome, Introduction and Orientation by Retreat Host
- **11:25** Chant leader offers incense/flowers at altar
- **11:30** Zazen meditation (30 minutes)
- 12:00 Standing Chant: Metta Prayer
- 12:05 Dharma talk (25 minutes)
- 12:30 Discussion
- 12:40 Chant: Four Vows
- **12:45** Coordinator offers letter-writing Instructions
- 1:00 Letter Writing, part 1 (50 minutes)
- **1:50** Pause, questions (10 minutes)
- 2:00 Letter Writing, part 2 (50 minutes)
- **2:50** Coordinator offers instructions for returning letters to organizers
- **3:00** Zazen meditation (20 mins)
- 3:20 Chant: Three Refuges
- **3:25** Parting remarks and feedback
- 3:30 Social time

Total time 4.5 hours