

## Letter Writing Retreat Schedule (Central Time)

- **11:45** Open Zoom meeting
- **12:00** Welcome, Introduction and Orientation by Retreat Host
- **12:25** Chant leader offers incense/flowers at altar
- **12:30** Zazen meditation (30 minutes)
- **1:00** Standing Chant: Metta Prayer
- 1:05 Dharma talk (25 minutes)
- 1:30 Discussion
- 1:40 Chant: Four Vows
- **1:45** Coordinator offers letter-writing Instructions
- 2:00 Letter Writing, part 1 (50 minutes)
- 2:50 Pause, questions (10 minutes)
- 3:00 Letter Writing, part 2 (50 minutes)
- **3:50** Coordinator offers instructions for returning letters to organizers
- 4:00 Zazen meditation (20 mins)
- 4:20 Chant: Three Refuges
- 4:25 Parting remarks and feedback
- 4:30 Social time

Total time 4.5 hours