

## Letter Writing Retreat Schedule (Eastern Time)

- **12:45** Open Zoom meeting
- **1:00** Welcome, Introduction and Orientation by Retreat Host
- **1:25** Chant leader offers incense/flowers at altar
- **1:30** Zazen meditation (30 minutes)
- 2:00 Standing Chant: Metta Prayer
- 2:05 Dharma talk (25 minutes)
- 2:30 Discussion
- 2:40 Chant: Four Vows
- **2:45** Coordinator offers letter-writing Instructions
- 3:00 Letter Writing, part 1 (50 minutes)
- 3:50 Pause, questions (10 minutes)
- 4:00 Letter Writing, part 2 (50 minutes)
- **4:50** Coordinator offers instructions for returning letters to organizers
- **5:00** Zazen meditation (20 mins)
- 5:20 Chant: Three Refuges
- **5:25** Parting remarks and feedback
- 5:30 Social time

Total time 4.5 hours