



## Westminster Retreat

512 Hemme Ave  
Alamo, CA 94507  
Office: 925.837.4481  
Reservations: 800.678.5102

*A member of United Camps, Conferences, & Retreats*

Dear Friends,

We are delighted that your group will be a guest of UCCR at Westminster Retreat. My staff and I extend a cordial, advance welcome; with the promise to do all we can to make your visit here enjoyable and to create the best experience possible for your group while you are with us.

Useful information is enclosed about Westminster Retreat and some explanation of what to expect of us. Please know that we want to match our hospitality as closely as possible to your group's interests and preferences.

To that end, please expect to hear from me at least two weeks before your schedule arrival in order to confirm last minute details of attendance, payment, special dietary concerns, or other needs we should anticipate. Also, please share the map with your group since directions on the Internet are sometimes unreliable.

Meanwhile, feel free to call me at 925-837-4481 with any questions or special requests. Then, when you and your group arrive, we will gather for a few minutes of introduction and orientation so everyone will begin to feel at home here.

Thank you.

Your hostess,

Melissa Sorrick, Site Director  
Westminster Retreat