

Conference Invitation Letter Including Accommodation Details Sample

[Your Organization's Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Designation]

[Recipient Organization]

[Recipient Address]

Subject: Invitation to [Conference Name] – [Conference Dates] with Accommodation Details

Dear [Recipient Name],

We are pleased to invite you to attend the **[Conference Name]**, organized by **[Organizer Name/Institute]**, scheduled to be held on **[Conference Dates]** at **[Venue Name, City, Country]**.

The **[Conference Name]** aims to bring together leading experts, scholars, and professionals in the field of **[Conference Field/Purpose]**. The event will feature keynote speeches, interactive workshops, and networking sessions under the theme: **[Theme of the Conference]**.

Agenda Highlights:

- Date & Time: [Insert conference schedule details]
- Venue: [Insert full venue address]
- Keynote Speakers: [List names and affiliations, if available]
- Workshops & Sessions: [Overview of major sessions]

Accommodation Details:

To ensure a comfortable stay during the conference, we have arranged special accommodation options for participants at partner hotels near the conference venue. Please refer to the details below:

- **Hotel Name:** [Hotel 1 Name]
- **Address:** [Hotel 1 Address]
- **Room Types & Rates:** [Room Types, Rates per night]
- **Booking Instructions:** [Reservation procedure, special code if any]
- **Contact Person:** [Hotel Contact Name & Phone/Email]
- **Hotel Name:** [Hotel 2 Name]
- **Address:** [Hotel 2 Address]
- **Room Types & Rates:** [Room Types, Rates per night]
- **Booking Instructions:** [Reservation procedure, special code if any]
- **Contact Person:** [Hotel Contact Name & Phone/Email]

We recommend booking your accommodation at your earliest convenience as rooms are subject to availability.

Contact Information:

For queries regarding the conference or accommodation, please contact:

[Conference Coordinator Name]

Phone: [Contact Number]

Email: [Contact Email]

We sincerely hope that you will be able to join us for this distinguished event and contribute to its success. Kindly confirm your participation by **[RSVP Deadline]**.

Looking forward to welcoming you to **[Conference Name]**.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Details]