

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] â€“ [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]