

[Your Company/Organization Letterhead]

Date: [Insert Date]

[Guest Name]

[Guest Address]

[City, State, Zip Code]

Dear [Guest Name],

We are pleased to invite you to attend the **[Event Name]**, which will take place on **[Event Date]** at **[Event Venue/Location]**.

To ensure your comfort during your stay, we have arranged hotel accommodation as follows:

- **Hotel Name:** [Hotel Name]
- **Hotel Address:** [Hotel Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Reservation Confirmation Number:** [Reservation Number]
- **Room Type:** [Room Type, e.g., Single/Double]
- **Included Amenities:** [e.g., Breakfast, Wi-Fi, Shuttle Service, etc.]

Please present your identification upon arrival at the hotel and reference the reservation confirmation number above.

Should you have any specific requests or require further assistance regarding your travel or stay, feel free to contact us at **[Your Contact Information]**.

We look forward to welcoming you to **[Event Name]** and hope you enjoy your time with us.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Email Address]

[Phone Number]