

Academic Seminar Invitation Letter with Accommodation Sample

[Your Institution Logo]

Date: [Insert Date]

Ref [Insert Reference Number, if any]

Dear [Recipient's Name],

It is with great pleasure that we invite you to attend the upcoming seminar entitled "Seminar Topic", organized by the [Host Institution/Department Name]. This seminar will take place on [Date] at [Venue, complete address].

The purpose of this seminar is to bring together experts, scholars, and practitioners to share insights and foster academic exchange on [briefly describe the seminar's main focus/theme].

Seminar Details

- **Date:** [Date]
- **Time:** [Start Time] – [End Time]
- **Venue:** [Venue Name], [Full Address]
- **Host:** [Institution/Organizing Department]

Accommodation Arrangements

We are pleased to offer complimentary accommodation to invited participants at [Hotel/Residence Name], located at [Hotel address], for the duration of the seminar from [Check-in Date] to [Check-out Date]. Breakfast and local transportation to and from the venue will also be provided.

To confirm your accommodation and participation, please RSVP by [RSVP Deadline] by contacting [Contact Person – Name, Title] at [Contact Email] or by calling [Contact Phone Number].

Additional Information

- If you have any dietary restrictions or special requirements, kindly inform us in advance.
- A detailed seminar agenda and further logistical information will be shared upon confirmation of your participation.

We greatly look forward to your valuable participation in this seminar and hope you will be able to join us. Should you require any further information or assistance regarding your visit and accommodation, please do not hesitate to contact us.

Yours sincerely,

[Your Name]

[Your Title/Position]

[Host Institution/Department]

[Contact Email / Phone Number]

[Website, if applicable]