

Business Invitation Letter with Accommodation Arrangement Sample

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

On behalf of [Your Company/Organization Name], it is our great pleasure to invite you to attend the [Event Name] taking place from [Start Date] to [End Date] at [Event Venue, City].

The event aims to [state the purpose, e.g., discuss strategic partnership opportunities, present new product lines, etc.]. Your participation would be highly valuable, and we strongly believe your presence will contribute significantly to the success of our meeting.

To ensure your stay is both convenient and comfortable, we have arranged accommodation for you at the [Hotel Name] located at [Hotel Address]. The hotel booking is reserved under your name from [Check-in Date] to [Check-out Date]. All expenses related to your accommodation will be covered by our company. Should you have any special preferences or requirements, please do not hesitate to inform us in advance.

Please confirm your attendance at your earliest convenience so we can finalize arrangements to ensure the highest level of comfort and productivity during your visit.

If you require any further information or assistance, feel free to contact me directly at [Your Email Address/Phone Number].

We look forward to welcoming you to [Event/Venue Location] and to a successful and productive meeting.

Sincerely,

[Your Name]

[Your Job Title/Position]

[Your Company/Organization Name]

[Contact Information]