

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company]

[Recipient Address Line 1]

[Recipient Address Line 2]

Dear [Recipient Name],

On behalf of [Your Company Name], it is our pleasure to formally invite you to [event/meeting name or description], scheduled to take place on [date] at [venue/location]. Your participation is highly valued, and we look forward to your esteemed presence.

To ensure your comfort during your visit, we have arranged lodging at the following hotel:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Contact Number:** [Hotel Phone Number]
- **Booking Reference/Code:** [Specify if applicable]
- **Check-in/Check-out Dates:** [Specify Dates]
- **Rate:** [Specify Rate and if special corporate rate applies]

Please note that reservations have been made under your name. Upon arrival, simply mention the booking reference provided above to complete your check-in. Should you require any modification regarding your lodging arrangements, or if you have any specific needs or preferences, please do not hesitate to inform us at your earliest convenience.

For your convenience, complimentary [transportation/amenities, if applicable] will also be made available. If you have any further questions or require assistance, please feel free to contact [name/contact person] at [email/phone number].

We look forward to welcoming you to [location/city] and trust that your stay will be both comfortable and productive.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]