

Sample Invitation Letter for Conference with Free Accommodation

[Organizer's Letterhead]

Date: [Insert Date]
Ref [Reference Number, if applicable]

To,
[Recipient's Name]
[Recipient's Address]
[City, Country]
[Email Address]

Subject: Invitation to Attend [Conference Name] with Complimentary Accommodation

Dear [Recipient's Name],

On behalf of the organizing committee, it is our great pleasure to invite you to participate in the [Conference Name] scheduled to be held from [Start Date] to [End Date] at [Venue/Location].

The conference's theme this year is [Conference Theme], and will feature a series of keynote speeches, technical sessions, panel discussions, and networking opportunities with esteemed professionals from around the world.

To ensure your comfort and convenience, we are pleased to offer you **complimentary accommodation** for the duration of the conference at [Hotel Name]. The accommodation will be provided from [Check-in Date] to [Check-out Date], including daily breakfast and access to hotel amenities.

Please confirm your acceptance of this invitation and your intention to attend by responding to this letter no later than [RSVP Deadline]. Should you require any additional assistance or information, feel free to contact us at [Organizer's Email] or [Organizer's Phone Number].

We look forward to welcoming you to [City/Conference Location] and to your valued participation in the [Conference Name].

Sincerely,

[Organizer's Name]
[Organizer's Position]
[Conference Organizing Committee / Institution]
[Contact Information]
[Website, if applicable]