

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]