

[Your Company Letterhead]

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Recipient's Company Name]
[Recipient's Address]

Subject: Invitation to Attend Business Meeting with Accommodation Arrangement

Dear [Recipient's Name],

We are pleased to invite you to attend a business meeting scheduled as follows:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Venue:** [Insert Venue Name and Address]
- **Agenda:** [Briefly State the Key Agenda Items]

Recognizing your valuable contribution to our ongoing projects and discussions, we highly encourage your presence at this meeting. We believe your expertise will greatly enhance the outcomes of our collaborative efforts.

For your convenience, we have arranged accommodation at:

- **Hotel Name:** [Insert Hotel Name]
- **Hotel Address:** [Insert Hotel Address]
- **Check-in Date:** [Insert Check-in Date]
- **Check-out Date:** [Insert Check-out Date]
- **Booking Reference:** [Insert Booking Reference]

All necessary arrangements regarding airport transfers and local transportation can be organized upon your request. Please let us know your itinerary in advance so we may assist accordingly.

Kindly confirm your availability by [RSVP Date] to enable us to finalize both the meeting logistics and your accommodation booking. Should you require any further assistance, feel free to contact [Contact Person's Name] at [Contact Number] or [Email Address].

We look forward to welcoming you and working together towards a fruitful outcome.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]