

[Your Organization's Letterhead]

Date: [Insert Date]

Subject: Invitation to Participate in [Workshop Title] with Provided Accommodation

Dear [Participant's Name],

We are delighted to invite you to attend the [Workshop Title], scheduled to take place on [Workshop Dates] at [Venue/Location].

The workshop will focus on [briefly state workshop objectives or topics] and aims to bring together professionals and experts for insightful discussions, hands-on sessions, and collaborative learning.

Workshop Details:

- **Date:** [Workshop Dates]
- **Venue:** [Venue/Location]
- **Schedule:** [Key sessions, activities, or visit [\[Workshop Website\]](#) for the detailed agenda]

To ensure a comfortable and productive experience, we are pleased to provide complimentary accommodation for all workshop participants at [Hotel/Guesthouse Name], conveniently located near the workshop venue. Your stay will be covered from [Check-in Date] to [Check-out Date].

This workshop presents a valuable opportunity for professional growth, networking with peers, and exchanging ideas in a supportive environment. We encourage you to confirm your participation at your earliest convenience, as places are limited and accommodation will be allocated on a first-come, first-served basis.

Please confirm your attendance by [RSVP Deadline] by replying to this email or contacting us at [Contact Information]. Should you have any questions or require further assistance, feel free to reach out.

We look forward to welcoming you and sharing this enriching experience together.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Email and/or Phone Number]