

[Your Organization's Letterhead]

Date: [Insert Date]

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

Subject: Invitation to Attend the [Official Meeting/Conference Name] with Hotel Accommodation Arrangement

Dear [Recipient's Name],

We are pleased to invite you to participate in the **[Official Meeting/Conference Name]** to be held on **[Date]** at **[Venue/Location]**. The meeting is scheduled to begin at **[Start Time]** and will conclude by **[End Time]**. Please find the meeting agenda attached for your reference.

To ensure your comfort and convenience during your stay, we have arranged accommodation for you at the following hotel:

- **Hotel Name:** [Hotel Name]
- **Hotel Address:** [Full Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Reservation Number (if applicable):** [Reservation Number]
- **Contact Person:** [Hotel Contact Name and Phone Number]

The cost of your accommodation has been covered by **[Your Organization]**. Additional expenses such as minibar usage, laundry, or personal calls will be the guest's responsibility.

Please confirm your attendance and advise us of your travel itinerary at your earliest convenience to ensure proper arrangements.

Should you require any further information or assistance, please feel free to contact **[Contact Person Name]** at **[Contact Email]** or **[Contact Phone Number]**.

We look forward to your valued participation.

Sincerely,

[Your Name]

[Your Designation]

[Your Organization]