

[Your Company Letterhead]

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company/Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

It is our great pleasure to invite you to the **[Event Name]** hosted by **[Your Company/Organization Name]** on **[Event Dates]** at **[Venue Name & Address]**.

This event brings together esteemed professionals and industry leaders to engage in insightful discussions, share innovative ideas, and foster valuable networks. Please find the agenda enclosed for your reference, which highlights keynote speeches, panel discussions, and exclusive networking sessions.

To ensure your visit is as comfortable and convenient as possible, we are pleased to offer you a **complimentary stay at [Hotel Name, Address]** for the duration of the event, from **[Check-in Date]** to **[Check-out Date]**. All arrangements have been taken care of, and the hotel is located within close proximity to the event venue.

Please confirm your attendance at your earliest convenience so that we may finalize your accommodation and any other logistical requirements. Should you require further information or assistance, feel free to contact **[Contact Person's Name]** at **[Contact Email]** or **[Contact Phone Number]**.

We look forward to welcoming you in person and sharing an engaging and productive experience together.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization Name]

[Contact Email] | [Contact Phone Number]