

Date: [Insert Date]

[Guest Name]

[Guest Address]

[City, State, ZIP Code]

Dear [Guest Name],

We are delighted to invite you to attend the **[Event Name]** being held on **[Event Date]** at **[Venue Name & Address]**. Your presence at this special occasion will be greatly valued as we come together to celebrate [brief purpose/reason for the event, e.g., our annual conference, a special wedding, company anniversary, etc.].

To ensure your visit is comfortable and enjoyable, we have arranged complimentary accommodation for you at:

**[Hotel Name]**

[Hotel Address]

[Hotel Phone Number]

Reservation under: [Your/Organization Name]

Check-in: [Date & Time]

Check-out: [Date & Time]

We truly hope you will be able to join us. Please find below the schedule for the event:

- **[Session 1/Event Segment]** â€™ [Time], [Location]
- **[Session 2/Event Segment]** â€™ [Time], [Location]
- **Dinner/Reception/Other** â€™ [Time], [Location]

Kindly RSVP by **[RSVP Date]** to let us know of your attendance and any specific requirements or preferences you may have regarding your accommodation.

Should you have any questions or require further assistance, please feel free to contact us at [Contact Email] or [Contact Phone Number].

We truly look forward to welcoming you to [Event Name] and making your stay memorable and enjoyable.

Sincerely,

[Your Name]

[Your Title/Position]

[Company/Organization Name]

[Contact Information]