

Date: [Insert Date]

**To:**

[Recipient's Name]  
[Recipient's Designation/Organization]  
[Recipient's Address]  
[City, Country]

**Subject: Invitation to Attend the [Conference Name] with Accommodation Included**

Dear [Recipient's Name],

On behalf of the organizing committee, it is our great pleasure to invite you to participate in the **[Conference Name]**, which will be held from **[Start Date]** to **[End Date]** at **[Venue/Location, City, Country]**.

The conference is organized with the aim of bringing together leading academic scientists, researchers, and research scholars to exchange and share their experiences and research results in the field of **[Conference Topic/Field]**. It will provide a premier interdisciplinary platform for researchers, practitioners, and educators to present and discuss the most recent innovations, trends, and concerns as well as practical challenges encountered and solutions adopted in the respective fields.

We are pleased to inform you that **complimentary accommodation** will be arranged for all international attendees at a comfortable hotel near the conference venue for the duration of your stay from **[Accommodation Start Date]** to **[Accommodation End Date]**. This facility is provided to enhance your experience and convenience during the conference.

Kindly find detailed information regarding your accommodation and local transportation arrangements in the attached document. If you require any special assistance or have specific accommodation needs, please let us know at your earliest convenience.

Please confirm your attendance by **[RSVP Date]** so that we can make the necessary arrangements. For any inquiries or further information, feel free to contact us at [\[Organizer Email\]](#) or call us at [\[Organizer Phone Number\]](#).

We look forward to welcoming you to **[City]** and to a successful and enriching conference!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Organization/Conference Committee Name]  
[Contact Information]