[Conference Organizing Committee Name]
[Conference Name]
[Conference Address]
[City, Country, Postal Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

Subject: Visa Invitation Letter with Accommodation Support for Conference Attendance

To whom it may concern,

This letter is to formally invite **[Attendee's Full Name]**, holding passport number **[Passport Number]** issued by **[Country of Issue]**, to attend the **[Full Conference Name]** to be held from **[Start Date]** to **[End Date]** at **[Venue Name and Full Address]**.

[Attendee's Full Name] has been accepted to participate as a **[Role, e.g., Speaker/Presenter/Delegate]** at the conference and is expected to contribute to the event's success. We highly value their involvement in this international gathering.

As part of our commitment to supporting our international guests, we confirm that full accommodation arrangements have been made for **[Attendee's Name]** during their stay in **[City, Country]** from **[Check-in Date]** to **[Check-out Date]**. The details of the accommodation are as follows:

- **Hotel Name:** [Hotel Name]
- **Hotel Address:** [Hotel Address]
- **Reservation/Confirmation Number:** [Confirmation Number]
- **Contact Person at Hotel (if applicable):** [Contact Name & Phone]

All accommodation costs during this period will be covered by the conference organizers.

We kindly request that you provide the necessary visa to facilitate **[Attendee's Name]**'s attendance at our conference. Should you require any further information or supporting documents, please do not hesitate to contact us at the details provided above.

We look forward to welcoming **[Attendee's Name]** to **[City]** and value your support in making their visit possible.

Sincerely,

[Signature (if sending a scanned copy)]
[Name of Conference Chair/Organizer]
[Title/Position]
[Conference Name]
[Email Address]

[Phone Number]

This letter serves as an official confirmation of participation and accommodation support for the purpose of visa application.