

[Your Organization's Letterhead or Logo]

[Date]

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

It is our pleasure to formally invite you to attend the [Name of Event], organized by [Organizer/Institution Name]. The event will be held on [Event Date] at [Event Venue/Location] from [Start Time] to [End Time].

The purpose of this event is to [Briefly state event purpose or objectives]. We believe your participation will greatly contribute to the success of the occasion.

## Accommodation Information

For your convenience, we have arranged accommodation options nearby the event venue:

- [Hotel Name 1]

Address: [Hotel Address 1]

Booking Reference: [Reference or Group Code]

Rate: [Special Rate, if applicable]

Contact: [Hotel Contact Number / Email]

- [Hotel Name 2]

Address: [Hotel Address 2]

Booking Reference: [Reference or Group Code]

Rate: [Special Rate, if applicable]

Contact: [Hotel Contact Number / Email]

**Booking Instructions:** Please mention the group code "[Group Code]" when making reservations to access the special rate. Kindly make your booking by [Reservation Deadline Date] to ensure availability.

Should you require any assistance regarding travel logistics or additional information about the event, please feel free to contact us at [Organizer's Email Address] or [Organizer's Phone Number].

We look forward to your positive response and to welcoming you at the [Event Name].

Sincerely,

[Your Name]

[Your Position/Role]

[Organizer/Institution Name]

[Contact Information]