

[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]