

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Designation/Organization]

[Recipient's Address]

Subject: **Invitation to Attend Seminar with Provided Accommodation**

Dear [Recipient's Name],

We are pleased to invite you to participate in the upcoming **[Name of Seminar]**, scheduled to be held from **[Start Date]** to **[End Date]** at **[Venue Name, Address]**.

Our seminar will bring together distinguished professionals and experts to discuss and share insights on **[briefly mention seminar theme or topics]**. Key highlights include:

- [Agenda Highlight 1]
- [Agenda Highlight 2]
- [Agenda Highlight 3]

To ensure your comfort and convenience, we have arranged complimentary accommodation for all invited participants at **[Hotel Name]**, located at **[Hotel Address]** for the duration of the seminar. All necessary arrangements, including boarding and local transport from the hotel to the seminar venue, will be provided.

We kindly request you to confirm your participation by **[RSVP Deadline]** by responding to this email or contacting **[Contact Person's Name & Details]**.

We look forward to your positive response and participation, which will contribute greatly to the success of our seminar.

Warm regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

[Email Address]