

[Your Company Letterhead]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

It is our pleasure to formally invite you to visit [Host Company/Organization Name] in [City, Country] from [Start Date] to [End Date]. We are looking forward to welcoming you and engaging in constructive discussions to further our mutual business interests.

Accommodation Details

For your convenience, we have arranged accommodation at the following hotel:

[Hotel Name]

[Hotel Address]

[Hotel Contact Information]

Your booking reference: [Booking Reference Number]

Check-in: [Check-in Date & Time]

Check-out: [Check-out Date & Time]

Travel Arrangements

We have organized the following transportation to ensure a comfortable journey:

- **Airport Transfers:** A company representative will greet you at [Arrival Airport] and accompany you to your hotel. Return transfers to the airport will also be provided upon your departure.
- **Local Transportation:** During your stay, a company car and driver will be available for all business-related travel within [City].
- **Flight Details (if applicable):** [Flight number, departure city, arrival city, dates]

Visit Schedule

- **Meeting Dates:** [List of scheduled meetings]
- **Location:** [Company's Office Address/Other Meeting Venues]

A detailed agenda will be shared closer to your arrival date.

Please confirm your acceptance of this invitation along with your travel itinerary at your earliest convenience. If you require further assistance or have any specific dietary or accessibility requirements, do not hesitate to inform us.

We look forward to your visit and to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]