

# Invitation Letter for Conference with Accommodation Arrangement

[Your Organization's Letterhead]

Date: [Insert Date]

To,

[Participant's Name]

[Participant's Designation/Organization]

[Participant's Address]

Subject: **Invitation to Attend [Conference Name]** – [Conference Dates]

Dear [Participant's Name],

On behalf of [Organizing Committee/Institution Name], it is our pleasure to cordially invite you to attend the [Conference Name], which will be held at [Venue Name, City, Country] from [Start Date] to [End Date].

The conference will feature distinguished speakers, engaging sessions, and networking opportunities, focusing on [briefly mention the conference theme]. Please find the conference agenda attached for your reference.

## Accommodation Arrangement

To ensure your comfortable stay during the event, we have arranged accommodation at [Hotel Name], located near the conference venue. The details are as follows:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Check-in:** [Check-in Date]
- **Check-out:** [Check-out Date]
- **Room Type:** [Single/Double/Other]
- **Reservation in the name of:** [Participant's Name]

Should you have any special requirements or preferences, please let us know by [Reply Deadline].

**Travel Support:** Airport pick-up and drop-off services are available upon request. Kindly provide your travel itinerary in advance to arrange transportation.

For any queries related to your participation, accommodation, or travel arrangements, please feel free to contact:

- **Contact Person:** [Contact Name]
- **Email:** [Contact Email]
- **Phone:** [Contact Phone Number]

We look forward to your valuable participation and hope you will be able to join us for this significant event.

Sincerely,

[Your Name]

[Designation]

[Organization Name]

[Email Address]

[Phone Number]