

Conference Logistics Coordination

Date: [Insert Date]

To: [Hotel Manager's Name]

[Hotel Name]

[Hotel Address]

Dear [Hotel Manager's Name],

We are excited to be coordinating our upcoming conference, "[Conference Name]," scheduled for [Conference Dates] at your esteemed hotel. As the logistics coordinator, I'm reaching out to confirm the arrangements we discussed and provide any additional information needed.

Accommodation

We have reserved [number] rooms for our attendees from [start date] to [end date]. Please confirm the room types and availability.

Meeting Spaces

We will require the following meeting spaces:

- [Meeting Room Name] - [Date and Time]
- [Meeting Room Name] - [Date and Time]

Catering Services

For the event, we would like to arrange the following catering services:

- [Breakfast/Lunch/Dinner] on [Date]
- [Refreshments] during [Break Times]

Technical Support

We will need technical support for audio-visual equipment. Please confirm if we can use your services or if we need to arrange this separately.

Transportation

Would it be possible to arrange shuttle services for our attendees from the airport to the hotel? If so, please provide details.

Thank you for your assistance in making this conference a success. I look forward to your prompt reply to ensure we are all set for our attendees.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]