

Confirmation of Lodging Arrangements

Dear [Participant's Name],

We are pleased to confirm your lodging arrangements for the upcoming [Event Name] taking place on [Event Dates]. Below are the details of your accommodation:

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Reservation Number:** [Reservation Number]

Please ensure to carry a copy of this confirmation along with a valid ID at the time of check-in.

If you have any questions or require further assistance, feel free to reach out to us.

We look forward to welcoming you to [Event Name].

Best regards,
[Your Name]
[Your Title]
[Your Organization]
[Contact Information]