

Letter of Housing Arrangements

Date: [Insert Date]

Dear [Speaker's Name],

We are pleased to confirm your participation as a speaker at the [Conference Name] scheduled for [Conference Dates]. As part of your accommodation arrangements, we have secured a reservation for you as follows:

Accommodation Details

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

Please present this letter upon check-in. Should you have any specific requirements or need further assistance, feel free to reach out.

We look forward to your session at the conference!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]