

Dear [Participant's Name],

We are pleased to provide you with the lodging arrangements for the upcoming [Conference Name], taking place on [Date] at [Venue]. Below are the details of your accommodation:

Lodging Details

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

Please make sure to present this letter upon check-in to ensure a smooth process. If you have any special requests or need further assistance, feel free to contact us at [Contact Information].

We look forward to welcoming you at the conference!

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