

# Accommodation Options for Conference Delegates

Dear [Delegate's Name],

We are pleased to provide you with accommodation options for the upcoming [Conference Name] scheduled for [Dates] at [Venue]. Below are the recommended hotels and their details:

## 1. Hotel Name A

**Address:** [Hotel Address A]

**Rate:** [Rate A] per night

**Contact:** [Hotel Phone A] | [Hotel Email A]

## 2. Hotel Name B

**Address:** [Hotel Address B]

**Rate:** [Rate B] per night

**Contact:** [Hotel Phone B] | [Hotel Email B]

## 3. Hotel Name C

**Address:** [Hotel Address C]

**Rate:** [Rate C] per night

**Contact:** [Hotel Phone C] | [Hotel Email C]

We recommend booking your accommodation as soon as possible to ensure availability. Please let us know if you need any assistance with your booking or have any special requirements.

Looking forward to seeing you at the conference!

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