

# Accommodation Details for Conference Guests

Dear [Guest Name],

We are excited to welcome you to the [Conference Name] on [Conference Dates]. Below are the details regarding your accommodation:

## Venue Information

**Hotel Name:** [Hotel Name]

**Address:** [Hotel Address]

**Check-in Date:** [Check-in Date]

**Check-out Date:** [Check-out Date]

**Reservation Number:** [Reservation Number]

## Room Details

**Room Type:** [Room Type]

**Number of Guests:** [Number of Guests]

### Amenities:

- [Amenity 1]
- [Amenity 2]
- [Amenity 3]

## Transportation

For your convenience, shuttle services will be available between the conference venue and the hotel. Please see the attached schedule for details.

## Contact Information

If you have any questions or need further assistance, please do not hesitate to contact us at:

**Email:** [Contact Email]

**Phone:** [Contact Phone]

We look forward to seeing you at the conference!

Sincerely,

[Your Name]

[Your Position]

[Conference Organization Name]