

Accommodation Arrangements for Social Club Events

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to provide you with the accommodation arrangements for the upcoming [Event Name] organized by [Social Club Name]. Below are the details regarding your stay:

Accommodation Details

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Room Type:** [Room Type]
- **Booking Reference:** [Booking Reference]

Additional Information

Please confirm your arrival time to assist with the check-in process. Should you have any special requests or require further assistance, do not hesitate to reach out.

We look forward to seeing you at [Event Name]!

Best Regards,

[Your Name]

[Your Position]

[Social Club Name]

[Contact Information]