

Logistical Details for National Event Participation

Date: [Insert Date]

To: [Participant Name]

Address: [Participant Address]

Dear [Participant Name],

We are excited to inform you that you will be participating in the upcoming national event, [Event Name], scheduled for [Event Dates] in [Event Location]. Below are the logistical details you need to be aware of:

Event Schedule

- Registration: [Time] on [Date]
- Opening Ceremony: [Time] on [Date]
- Workshops/Sessions: [Time] to [Time] on [Date]
- Closing Ceremony: [Time] on [Date]

Accommodation

You will be staying at [Hotel Name]. Please find the booking details below:

- Check-in: [Check-in Date]
- Check-out: [Check-out Date]
- Reservation Number: [Reservation Number]

Transportation

A shuttle service will be provided from [Pickup Location] to [Event Venue] at the following times:

- [Time] on [Date]
- [Time] on [Date]

Contact Information

If you have any questions or need further assistance, please contact:

- Name: [Contact Name]
- Email: [Contact Email]
- Phone: [Contact Phone]

We look forward to your participation in [Event Name]. Safe travels!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]