

Accommodation Details for Participants

Dear [Participant's Name],

We are pleased to provide you with the accommodation details for the upcoming [Event Name] taking place from [Start Date] to [End Date].

Accommodation Information

Hotel Name: [Hotel Name]

Address: [Hotel Address]

Check-in Date: [Check-in Date]

Check-out Date: [Check-out Date]

Reservation Number: [Reservation Number]

Important Information

- Contact Number: [Hotel Contact Number]
- Check-in Time: [Check-in Time]
- Check-out Time: [Check-out Time]
- Included Amenities: [List of Amenities]

If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you and we look forward to seeing you at [Event Name]!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]