

Accommodation Information for Annual Retreat

Dear [Recipient's Name],

We are pleased to provide you with important accommodation information for the upcoming Annual Retreat scheduled for [Date] at [Location].

Accommodation Details

- **Hotel Name:** [Hotel Name]
- **Address:** [Hotel Address]
- **Check-in Date:** [Check-in Date]
- **Check-out Date:** [Check-out Date]
- **Reservation Under:** [Reservation Name]

Rate Information

The special rate for our event is [Rate] per night. Please mention our group name [Group Name] when booking to receive this rate.

Contact Information

If you have any questions or need further assistance, please contact the hotel directly at [Hotel Phone Number] or [Hotel Email Address].

We look forward to seeing you at the Annual Retreat!

Best regards,

[Your Name]

[Your Position]

[Your Organization]