

Confirmation for accommodation during an event or conference

Subject: Accommodation Confirmation for [Event Name]

Dear [Participant Name],

This is to confirm your accommodation at [Hotel/Guest House Name] during [Event Name] from [Start Date] to [End Date]. Your room has been allocated as per your request.

Should you require any assistance during your stay, please contact our reception desk. We are glad to have you with us.

Sincerely,

[Event Coordinator Name]

[Event Organizing Committee]

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