

# Professional Conference Housing Template

Subject: [Event Name] Accommodation Confirmation

Dear [Attendee Name],

Thank you for registering for [Event Name]. We're excited to confirm your accommodation reservation.

Event: [Event Name]

Dates: [Event Dates]

Hotel: [Hotel Name]

Address: [Full Address]

Room Type: [Type]

Reservation Code: [Code]

Special Rate: [Amount] (Event Rate Applied)

Conference amenities included:

- Shuttle service to venue
- Welcome reception access
- Business center usage
- Group dining discount

Hotel check-in begins at [Time] on [Date]. The conference registration desk will be open in the hotel lobby from [Times] on [Date].

Please bring this confirmation and your conference registration confirmation to expedite check-in.

Looking forward to seeing you at the event!

Best regards,

[Event Coordinator]

[Organization Name]

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