

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce the grand opening of our new corporate office located at [Office Address]. This significant milestone is a testament to our growth and commitment to serving our clients and partners better.

Join us for an open house celebration on [Date of Event] from [Start Time] to [End Time]. We look forward to welcoming you and sharing our vision for the future.

Thank you for your continued support.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]