

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to announce that [Your Company Name] will be opening a new location in [City/Area] on [Opening Date]. This expansion represents our commitment to providing exceptional services/products to our growing customer base.

Our new location will offer [brief description of services/products], and we are excited to bring our [mention unique selling points or features] to the community. We would love to invite you to our grand opening event on [Date of Event], where we will showcase our offerings and provide an opportunity to connect with our team.

Thank you for your continued support. We look forward to welcoming you to our new location!

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]