

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Title]

[Partner's Company Name]

[Partner's Company Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well.

We are excited to announce the launch of our new office located at [Office Address], and we would be delighted to have you join us in celebrating this important milestone.

**\*\*Event Details:\*\***

**\*\*Date:\*\*** [Event Date]

**\*\*Time:\*\*** [Event Time]

**\*\*Location:\*\*** [Office Address]

This occasion will provide a wonderful opportunity to network with industry peers and learn more about our future initiatives. We would be honored to have you as our guest and share this special moment with us. Please RSVP by [RSVP Date] to [RSVP Email/Phone Number].

Thank you for your continued partnership, and we look forward to celebrating with you.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]