

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are thrilled to extend an invitation to you to join us for the grand opening of our new office located at [Office Address] on [Date] at [Time]. As we embark on this exciting new chapter, we would be honored to have you celebrate with us.

The event will include a tour of our new facilities, insightful presentations about our vision and future plans, and the opportunity to network with industry leaders and our dedicated team. Light refreshments will be served.

Please RSVP by [RSVP Date] to confirm your attendance. You can reach me directly at [Your Phone Number] or [Your Email Address].

We look forward to celebrating this milestone with you! Thank you for your continued support.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]