

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are pleased to announce the inauguration of our new office located at [Office Address]. This significant milestone marks an exciting chapter in our journey, and we would be honored to have you join us for the celebration.

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

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

**\*\*Time:\*\*** [Start Time] to [End Time]

**\*\*Venue:\*\*** [Office Address]

The inauguration event will include a formal ceremony, a tour of our new facilities, and networking opportunities with fellow industry professionals.

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to celebrating this special occasion with you.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]