

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well!

I am excited to announce that we are celebrating the grand opening of our new office at [Office Location] on [Date]. We would be delighted to have you join us for this special occasion.

The celebration will begin at [Start Time] and will include [brief description of activities, e.g., tours, refreshments, networking opportunities]. It will be a great opportunity to connect with colleagues and celebrate this new chapter together.

Please let us know if you can make it by [RSVP Date]. We truly hope you can join us for this exciting event.

Looking forward to celebrating with you!

Warm regards,

[Your Name]  
[Your Position]  
[Your Company]