

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce the opening of our new office and cordially invite you to join us for a reception to celebrate this milestone.

****Event Details:****

****Date:**** [Insert Date]

****Time:**** [Insert Time]

****Location:**** [Insert Address of New Office]

Join us for an evening of networking, refreshments, and a chance to explore our new space. Your presence would mean a lot to us as we start this new chapter.

Please RSVP by [Insert RSVP Deadline] to [Insert Contact Information].

We look forward to celebrating with you!

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]