

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce the official opening of our new office located at [Office Address] on [Opening Date]. This new facility will allow us to better serve our clients and expand our operations.

We invite you to join us for an opening ceremony on [Date and Time]. This will be a great opportunity to tour our new space and meet our team.

Thank you for your continued support. We look forward to welcoming you to our new office.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]