

[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are thrilled to announce the grand opening of our new office location at [Office Address] on [Date]. We would be honored to have you join us for the opening ceremony.

Event Details:

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Office Address]

Please join us for a day filled with celebration, networking, and refreshments as we embark on this new chapter. Your presence would mean a great deal to us.

Kindly RSVP by [RSVP Date] to confirm your attendance.

Looking forward to celebrating together!

Warm regards,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]