

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

The official opening date is [Opening Date], and we invite you to join us for an open house on [Open House Date], from [Start Time] to [End Time]. This will be a great opportunity to meet our team, tour the new space, and learn more about our services.

We appreciate your support and look forward to welcoming you to our new location!

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]