

[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]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to announce the opening of our new office located at [New Office Address]. We are excited to expand our operations and enhance our services to better serve our clients and community.

The grand opening will take place on [Date], and we would be honored to have you join us for this special occasion. The event will begin at [Time], featuring an opportunity to tour our new facilities and meet our dedicated team.

We believe that this new location will enable us to [mention any benefits, such as improved service, expanded capabilities, etc.]. We are committed to continuing our tradition of excellence in [your industry or services offered].

Please RSVP by [RSVP Date] to [Your Email/Phone Number]. We look forward to celebrating with you and appreciate your ongoing support.

Warm regards,

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