

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are thrilled to announce the grand opening of our new office at [Office Address] on [Opening Date]! Join us as we celebrate this exciting milestone and showcase our commitment to serving you better.

**\*\*Event Details:\*\***

Date: [Opening Date]

Time: [Start Time] - [End Time]

Location: [Office Address]

We invite you to join us for an open house featuring [mention any special activities, refreshments, giveaways, etc.]. This is a great opportunity for you to meet our team, tour our new space, and learn more about the services we offer.

Your presence would mean a lot to us as we embark on this new journey.

Please RSVP by [RSVP Date] to [Contact Information].

We look forward to celebrating with you!

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]