

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I am writing to formally announce the opening of my new business, [Business Name], which will focus on [brief description of business services/products]. Our grand opening is scheduled for [date], and we are excited to serve the [local community/target market] with quality [products/services].

[Optional: Brief background about your experience or motivation for starting the business.]

We would be honored to have your support as we embark on this journey. Please feel free to reach out if you have any questions or would like to collaborate.

Thank you for your attention, and I hope to hear from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title/Position]
[Business Name]