

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Business Name]  
[Recipient's Business Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce the grand opening of [Your Business Name] on [Opening Date]. We invite you to join us in celebrating this special occasion, which will take place at [Event Location] from [Start Time] to [End Time].

The event will include [briefly describe activities, e.g., a ribbon-cutting ceremony, refreshments, and a tour of the facility]. It is a wonderful opportunity to network with local businesses and enjoy a first look at our offerings.

Please RSVP by [RSVP Date] to [Email Address or Phone Number].

We look forward to celebrating this milestone with you!

Warm regards,

[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Business Website, if applicable]