

[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 launch of our new company, [Your Company Name], which officially opens its doors on [Launch Date]. Our mission is to [briefly state your mission or business purpose].

At [Your Company Name], we specialize in [describe products/services offered]. We are committed to [mention any unique selling points or values such as quality, innovation, customer service].

To celebrate our launch, we invite you to [mention any launch event, promotions, or special offers].

We would love the opportunity to collaborate and explore how we can support each other's growth. Please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your support as we embark on this exciting journey!

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Company Website]