

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

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

Dear [Recipient's Name],

We are thrilled to announce the inauguration of [Your Company Name], a [brief description of your business and the products/services offered]. To celebrate this momentous occasion, we cordially invite you to join us for our grand opening ceremony on [Date] at [Time].

The event will take place at [Event Venue/Address]. We have arranged a day filled with exciting activities, including [mention any specific activities planned, if any, such as speeches, demos, or entertainment]. Your presence would mean a lot to us as we embark on this journey and strive to make a positive impact in our community.

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to celebrating this new chapter with you!

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]