

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

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

Dear [Recipient Name],

We are excited to announce the grand opening of [Your Company Name] and would be honored to have you join us for our opening reception.

****Date:**** [Date of Reception]

****Time:**** [Start Time] - [End Time]

****Location:**** [Venue/Address]

This event will be a wonderful opportunity to [briefly describe what the attendees can expect, e.g., "network with industry professionals,"

"explore our new facilities," etc.]. Light refreshments will be served.

Please RSVP by [RSVP Deadline] to confirm your attendance. You can reach us at [RSVP Contact Information].

We look forward to celebrating this milestone with you!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

[Website URL (optional)]