

[Date]

[Recipient Name]

[Recipient Job Title]

[Partner Company Name]

[Recipient Address]

Subject: Invitation to the Grand Inauguration of [Company Name] - [Branch Location]

Dear [Recipient Name],

We are delighted to announce the opening of our new branch office in [City/Area]. As a valued corporate partner, we would be honored to have you join us for the grand inauguration ceremony.

This expansion represents a significant milestone in our growth, and we want to celebrate this success with the partners who have supported us along the way.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Time]
- **Location:** [Full Address of New Branch]
- **Agenda:** Ribbon cutting, office tour, and networking lunch.

Please RSVP by [RSVP Date] to [Contact Person Name] at [Phone/Email] to confirm your attendance.

We look forward to welcoming you to our new premises and discussing how we can further strengthen our partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]