

[Date]

[Executive Board Member Name]

[Title]

[Organization Name]

[Headquarters Address]

Dear [Mr./Ms./Mx. last Name],

It is with great pride that we formally invite you to the official inauguration ceremony of our newest branch, [Branch Name/Location].

The establishment of this new office marks a significant milestone in our organization's strategic growth. As a member of the Executive Board, your leadership has been instrumental in making this expansion possible. We would be honored to have you join us for the ribbon-cutting ceremony and to address the new team.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Time]
- **Location:** [Full Address of New Branch]
- **Agenda:** [Brief mention of ceremony, tour, and reception]

Please let us know if you will be able to attend by [RSVP Date]. We look forward to celebrating this achievement with you.

Sincerely,

[Your Name]

[Your Title]

[Department/Branch Management]