

[Date]

[Recipient Name]

[Media Outlet/Organization]

[Address]

[City, State, Zip Code]

RE: Invitation to Grand Opening and Ribbon Cutting Ceremony

Dear [Recipient Name],

We are pleased to invite [Media Outlet Name] to attend the official ribbon cutting ceremony for the new [Company Name] branch located at [Full Address].

The event marks a significant milestone in our expansion and commitment to the [Location Name] community. The ceremony will feature brief remarks from [Name and Title of Key Speaker], a tour of our new state-of-the-art facility, and exclusive interview opportunities regarding our future operations in the region.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Time of Ceremony]
- **Location:** [Full Address]
- **Photo/Video Opportunities:** Ribbon cutting, facility tour, and executive interviews.

Light refreshments will be served following the ceremony. Members of the press will have designated space for equipment and priority access for documentation.

Please confirm your attendance by [RSVP Date] by contacting [Contact Name] at [Phone Number] or [Email Address]. We look forward to welcoming you to our new location.

Sincerely,

[Your Name]

[Your Title]

[Company Name]