

[Your Name/Manager Name]
[Your Business Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Manager Name]
[New Business Name]
[New Business Address]
[City, State, Zip Code]

Dear [Manager Name/Neighbor],

On behalf of [Your Business Name], I would like to extend a warm welcome to the neighborhood. We were pleased to see that [New Business Name] has opened a branch right next door to us.

We have been operating in this area for [Number] years, and it is always exciting to see our local business community grow. We look forward to having you as a neighbor and hope that your new location finds great success.

If there is anything we can do to help you settle in, or if you simply wish to introduce yourself, please feel free to stop by our office or contact us at [Your Phone Number]. We believe that strong relationships between neighboring businesses benefit the whole community.

Once again, welcome to the street. We wish you the very best with your grand opening.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]