

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

Dear [Recipient Name],

I am pleased to announce that [Your Company Name] has officially opened a new branch located at [New Branch Address].

As we expand our presence in the [Region/City] area, we are eager to introduce our specialized services to industry leaders like [Recipient Company Name]. We would like to invite you for a discovery visit to explore how our new facility and expanded team can support your business goals.

During your visit, we can provide:

- A tour of our new facilities.
- A demonstration of our latest [Products/Services].
- A brief consultation regarding your specific business needs.

We are available for a meeting on [Date] at [Time], or at any other time that suits your schedule. Please let us know if you would like to drop by, and we will make the necessary arrangements.

We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]