

[Date]

[Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Subject: Announcement of New Bank Branch Opening

Dear Shareholder,

We are pleased to announce that [Bank Name] is expanding its footprint with the opening of a new branch office located at [New Branch Address]. The branch is scheduled to officially open for business on [Opening Date].

This expansion is a key component of our strategic growth plan to increase our market presence and provide greater convenience to our customers in the [Location/Area Name] region. We believe this new location will drive long-term value for our shareholders by capturing new deposits and strengthening our brand in a high-growth area.

We invite you to attend our grand opening ceremony on [Date] at [Time], which will include a ribbon-cutting event and a tour of the new facility.

Thank you for your continued trust and investment in [Bank Name].

Sincerely,

[Signature]

[Name of Executive]

[Title]

[Bank Name]