

[Date]

[Client Name]

[Client Title]

[Company Name]

Dear [Client Last Name],

Because you are one of our most valued partners, we are delighted to invite you to the exclusive grand opening of our newest branch in [City/Location].

This expansion is a testament to the trust you have placed in us, and we would be honored to celebrate this milestone with you. Join us for an evening of networking, refreshments, and a private tour of our new facilities.

Event Details:

- **Date:** [Date of Event]
- **Time:** [Time]
- **Location:** [Full Address of New Branch]
- **Special Guest/Activity:** [Optional: e.g., Ribbon cutting ceremony]

Please RSVP by [RSVP Date] by contacting [Name] at [Phone Number] or [Email Address].

We look forward to welcoming you to our new home.

Sincerely,

[Your Name]

[Your Title]

[Company Name]