To,

[Full Name of the Recipient]

[Address of the Recipient]

Date:

From,

[Full Name and Designation of the Sender]

[Address of the Sender]

Subject: Invitation letter for New Branch Office

Dear Sir/Madam,

We are excited to inform you that we have opened the new branch of our services at [Complete Address of the Branch Office]. I am writing this letter to officially invite you to join us at the inauguration ceremony of our office.

We have arranged the ceremony on [Date] at [Venue Details] and the timing of our ceremony shall be [mention the Timings). The additional services that we plan to provide at this branch are [Mention the additional services]. With this letter, I will attach a brochure for your better understanding, please have a look.

You being our special customer, please give us more chances to serve you better. Hope to see you soon.

Yours [Sincerely/Thanfully],

Name: ---------------

Contact Details: ------------------

Signature: ----------------

Enclosed: Brochure