

# You're Invited!

Dear [Recipient's Name],

We are pleased to announce the inauguration of our new [Facility/Office] located at [Address].  
Join us to celebrate this milestone achievement.

**Date:** [Date]

**Time:** [Time]

**Location:** [Address]

We would be honored by your presence as we embark on this exciting new chapter. Your support means a lot to us.

Please RSVP by [RSVP Date] to [Contact Information].

Looking forward to celebrating with you!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]