

Formal Notification of New Branch Opening

Date: [Insert Date]

To Whom It May Concern,

We are pleased to announce the opening of our new branch located at [Insert Address]. This is an exciting opportunity for us to better serve our customers and expand our reach in the community.

The new branch will officially open on [Insert Opening Date], and we invite you to join us for a grand opening celebration on [Insert Celebration Date]. There will be refreshments and activities planned for all attendees.

We remain committed to providing exceptional service, and we look forward to welcoming you to our new location. Please do not hesitate to contact us at [Insert Phone Number] or [Insert Email] should you have any questions.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]