

# You're Invited!

Dear [Recipient's Name],

We are excited to announce the inauguration of our new branch located at [Branch Address]. You are cordially invited to join us for this special occasion.

**Date:** [Date of the Event]

**Time:** [Start Time] - [End Time]

**Program:**

- Welcome Speech
- Ribbon Cutting Ceremony
- Refreshments

We would be honored to have you celebrate this milestone with us. Please RSVP by [RSVP Date].

Looking forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]