

Exciting News: Our Geographical Expansion!

Date: [Insert Date]

Dear [Recipient's Name],

We are thrilled to announce that [Your Company Name] is expanding its operations into [New Location] as of [Effective Date]. This exciting move allows us to serve our valued customers more effectively and reach new clients in the region.

The decision to expand comes as a direct response to the overwhelming demand for our products/services in [specific reason for expansion]. We believe that this new location will enhance our ability to provide exceptional service and grow our brand.

We would like to take this opportunity to thank you for your continued support and trust in us. We sincerely hope to strengthen our relationship as we embark on this new journey.

For more information about our expansion and what it means for you, please feel free to contact us at [Contact Information].

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]