Announcing business expansion to customers

Subject: Exciting News â€" Our Business is Expanding!

Dear Valued Customer,

We are thrilled to share some exciting news with you. Our company is expanding to a new location at [Address] to better serve your needs. This expansion allows us to offer more products, faster service, and a more convenient shopping experience.

Starting from [Date], you will be able to visit our new branch and enjoy exclusive offers to celebrate this milestone. Our current location will continue to serve you as always, so you can choose the most convenient option.

Thank you for being part of our journey. We look forward to welcoming you at our new branch soon!

Sincerely,

[Your Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/announcement-letter-to-clients-or-customers