

Formal notification about new branch opening

Subject: Announcement of Our New Branch

Dear Valued Customers,

We are thrilled to announce the opening of our new branch in [City/Location], effective [Date]. This expansion is part of our commitment to provide better services and accessibility to our clients.

We invite you to visit our new location and experience our enhanced offerings. Thank you for your continued support and trust in [Company Name].

Sincerely,

[Your Name]

[Position]

[Company Name]

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