

Formal invitation for official guests and dignitaries

Dear Esteemed Guest,

We are delighted to invite you to the grand opening ceremony of our new facility, [Facility Name], on [Date] at [Time]. Your presence will greatly honor us as we celebrate this milestone achievement.

The event will include a ribbon-cutting ceremony, guided tours of the facility, and a networking reception. We sincerely hope you will join us in marking this important occasion.

Kindly confirm your attendance by [RSVP Date].

Warm regards,

[Your Name]

[Position]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/grand-opening-ceremony-invitation-letter>