

Formal business inauguration invitation letter

Subject: Invitation to the Grand Inauguration of Our New Office

Dear [Recipient's Name],

It gives us immense pleasure to invite you to the grand inauguration of our new office located at [Address]. This milestone marks a new chapter for our company, and we would be honored to have your presence on this special occasion.

The inauguration ceremony will be held on [Date] at [Time]. The event will begin with a ribbon-cutting ceremony, followed by a short tour of the premises and light refreshments.

We sincerely hope you will be able to join us and celebrate this momentous occasion together.

Warm regards,

[Your Name]

[Your Designation]

[Company Name]

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