

[Your Name/Company Name]
[Your Address]
[Phone Number]
[Email Address]

[Date]

To our Neighbors at [Neighbor Business Name/Resident Name],

I am writing to officially introduce myself and share some exciting news. We are opening a new real estate office, [Your Business Name], right here in the neighborhood at [Office Address].

To celebrate our grand opening, we would love for you to join us for a ribbon-cutting ceremony and open house event.

When: [Date]

Time: [Time]

Where: [Office Address]

There will be light refreshments, snacks, and an opportunity to meet our team. We are committed to supporting this local community and look forward to building a strong relationship with our fellow business owners and neighbors.

Whether you are looking to buy, sell, or are simply curious about the current market value of your property, we are here to help. Please feel free to stop by and say hello.

We hope to see you there!

Sincerely,

[Your Name]
[Your Title]
[Company Name]