

[Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Address]

Dear [Recipient Name],

It is with great pleasure that we announce the official opening of our new branch office in [City/Location]. We are excited to expand our presence to better serve our clients and partners in this region.

Our new office is located at:

[Company Name] - [Branch Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]

This new location will allow us to provide more localized support and enhance our service delivery. Our team at this branch is led by [Branch Manager Name], who brings extensive experience to our operations in [Local Area/Market].

We invite you to visit us or contact our local team for any assistance you may need. We look forward to strengthening our relationship with you through this new office.

Thank you for your continued support.

Sincerely,

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