Letter Inviting Potential Clients to New Store Opening

[You're Name]
[Address]
[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

It's been five years since we have you as our much valuable client and you have always been one of the most cooperative client. We hope that you are enjoying our products as always. This letter is meant to inform you that we are opening the new branch of [enter store name] at [enter place name]. The opening ceremony is on [enter date]. We request the pleasure of your company at the grand opening of our store and want you to please join us with friends and family. There is also a gift distribution at the end of the ceremony and a number of special packages for our clients who'll be at the opening of our store. We're hoping to see you.

Please join us!

[You're Name]

[Senders Title] -Optional-