

# Business Inauguration Invitation Letter Sample Format

[Your Company Name]  
[Your Company Logo]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Recipient's Name],

We are thrilled to invite you to the grand opening of [Your Company Name]. This momentous occasion marks the culmination of hard work, dedication, and the beginning of a new era for us.

Date: [Inauguration Date]  
Time: [Start Time]  
Location: [Venue Address]

Agenda:

Welcome and Introduction  
Ribbon-cutting Ceremony  
Facility Tours  
Networking and Refreshments

Your presence is highly valued, and we would be honored to share this special moment with you.

Please confirm your attendance by [RSVP Deadline]. We look forward to celebrating our success and future endeavors together.

Best Regards,

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