[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Exciting News: We’re Opening Near You!**

**Dear [Customer’s Name],**

We are delighted to announce the opening of our new [store/office] in [City/Neighborhood Name]! Starting [Opening Date], you’ll have even easier access to [specific products/services] and the exceptional customer experience you’ve come to expect from [COMPANY NAME].

**New Location Details**:

* Address: [Full Address of New Store/Office]
* Opening Date: [DATE]
* Hours of Operation: [Days and Times]

Our new [store/office] has been designed with your convenience in mind, offering *[e.g., “expanded services,” “exclusive in-store promotions,” “dedicated support teams”*] to better meet your needs.

To celebrate our opening, we’re offering [*mention any special offers, e.g., “exclusive discounts,” “a grand opening event,” or “complimentary consultations”*]. Stop by and experience what’s new!

If you have any questions or need directions, feel free to contact us at [Email Address/Phone Number] or visit [Website Link]. We look forward to welcoming you to our new location and continuing to serve you.

Thank you for being a valued part of the [COMPANY NAME] family.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]