

[Your Company Logo]

Date: [Insert Date]

**To:**

[Recipient Name]

[Recipient Designation/Title]

[Company/Organization Name]

[Recipient Address]

Subject: Invitation to Inauguration Ceremony

Dear [Recipient Name],

On behalf of [**Your Company/Organization Name**], it is our great pleasure to cordially invite you to the inauguration ceremony of our new [**facility/establishment/project**]. This momentous occasion marks a significant milestone in our journey, and we would be honored to have your esteemed presence grace the event.

**Event Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue Address]
- **Dress Code:** [Formal/Business Attire/Other]

The ceremony will include a formal address, ribbon-cutting, guided tour, and light refreshments. Your presence will add tremendous value to this special event.

Kindly confirm your attendance by [RSVP deadline], by contacting [Contact Person Name], at [Contact Number] or [Email Address].

We look forward to celebrating this significant milestone with you. Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Designation/Title]

[Your Company/Organization Name]

[Phone Number]

[Email Address]