To

[The recipient]  
[Business Name]

**Re. Announcement of the New Business Opening**

Mr. [NAME],

I am happy to share with you and announce to all that I am starting my new business in the field of self-care and therapy centers.

The inauguration is on [DATE] and you are invited to the event. We will offer hi-tea to our reverend guests at the event on [TIME]. Please visit our branch and check out how you like it.

Our new business name is [OFFICIAL NAME]. It is located at [EXACT LOCATION WITH POSTAL CODE]. We hired one of the most expert people to work. We are starting our services with hair care for both males and females, excessive hair removal, massage therapies, skincare, manicure, pedicures, and massages. We shall expand our business in the future and widen the horizon of our services.

Currently, we are offering special discounts and packages on all our services. We are providing both collective packages and individual services. We shall be offering a flat 30% off on all services for the first week after the inauguration. The invitation is open to all, we shall be glad to serve you and show you our newly opened business. Please bring your friends with you to enjoy the hi-tea and free service on selective packages.

Call [PHONE] to know more about us. Find the list of our packages in the attached pamphlet. Thank you.

Warmly,

[NAME OF THE BUSINESS]

Yours sincerely.  
[SIGNATURE]