**Formal Promotion Letter Sample**

New World Business,  
16 Round Road,  
London.

October 03, 20xx

The Manager,  
XYA Agency,  
35 round Street,  
London.

Dear Sir,

**Subject: New Branch office at ABC Colony.**

We are very happy to announce that there will be a grand opening of our company’s new branch office in the ABC colony in London on Nov 25, 20xx.

As you being our very respected customer, we like you to tell you that the new branch will be fully functional. It has all of the solutions to the problems you have. We are happy to provide you all the services you need and deserve.

We will be delighted to see you at the grand opening as our beloved guest and inspire you to gain our services.

I hope you will be our guest.

Thank you.  
Yours truly,  
XYA,  
HR.