**Date:**

**To**

**[The Recipient]  
[Business]**

**Re. Opening of a new franchise in Halley tower, Orlando**

Dear Customers & Clients,

We are glad to announce that we are going to open another branch of our store in the Halley Tower that is situated in Spenser Avenue. The opening shall be held with an event followed by a concert and other celebrating tools. The branch shall be made on the patterns of already present outlets of Solar Beauty Cosmetics and with the same articles available. The opening shall be held on [EMAIL] at 6 PM to which all our customers and clients are invited.

We find great pleasure in sharing this news with you and announcing it publicly. A news ad has already been published in the various local and national newspapers of Florida and all over the USA. Moreover, our social media pages have also shared the details on the mark of a new franchise. We have added the location of our new outlet at the pinned Google Maps link available on our social media pages and official website.

The opening shall be done with the inclusion of various high officials and special guests. Mr. Meldrum, the Mayor of the city of Orlando, Suzan Anderson, the Local Minister of Law Enforcement, David Hair, Senior Journalist and Ex-chairperson of GSP News, and other officials are invited. Moreover, famous make-up artists and CDS chairman along with the director of the company shall join us in the opening of the store.

The opening shall start with an announcement at 6 PM and shall be followed by a concert and dinner. You can get your passes for the concert from [website] or by visiting any of our stores in Orlando. The ticket costs $25 only and adds a lot of fun activities.

We look forward to the presence of glowing faces of our customers and clients.

Regards

Jennifer Benedict   
Manager  
Solar Beauty and Cosmetics  
[EMAIL]  
Orlando, CA  
USA  
(signature)