SAMPLE ONLY

Month/Date/Year

Mayor Ted Schaffer
City of Langley
20399 Douglas Crescent
Langley BC V3A 4B3

Mayor Schaffer,

We are very pleased to invite you to attend our Grand Opening Celebration!

Any Store Ltd.
1234 – 567 Street
Langley BC V1V 1V1
December 1, 2015
3:00 pm to 5:00 pm

Our valued customers and friends in the community have been invited to join us for a Ribbon Cutting at 3:20 pm. If you are able to attend, we would like to have you join us and help with this part of the afternoon.

Refreshments will be served and we will be providing entertainment from pm 4:00 to 5:00 pm.

We look forward to having you join us for this important day for Any Store Ltd. Please contact my office to confirm your attendance (include phone number).

Sincerely,
Joe Owner
Any Store Ltd.