

## NEW BRANCH OFFICE INTRODUCTION LETTER

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## Introduction

Introduction letters for new branch offices are formal letters written to employees of an organization or a company, informing them of the inauguration of a new branch of the office. Such letters are written to make sure that the news gets across to everybody. Letters of introduction for branch offices are very short letters that last only about a paragraph. They describe the need for the office, the details of the office, like the address, and wish all its employees all the best. The letter ends at that.

## New Branch Office Introduction Letter Tips

Some tips to write a good introduction letter for a new branch office:

- Never be too long with your office. Never make your letter descriptive by adding scenic descriptions of the new location or its geographical importance. Always disclose the address and stop at that.
- While writing the letter, make sure to not forget any detail of your address, and other branch details. This is important to remember, since sometimes, some detail can get overlooked and therefore some confusion may be caused.
- If there is going to be an inauguration or party for the new branch office, make the details of this clear as well. Know that as many people coming to the new branch as possible is a good thing for your office as this will only help in getting a greater footfall for your office.

## Sample New Branch Office Introduction Letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date-

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Inauguration of new branch

Dear all,

We are all very pleased to inform you that our office has just opened its newest branch near Mumbai and that you are all invited to its inauguration on this coming Saturday.

It has been an issue of consideration in the past few months, that an important commercial center like Mumbai warrants a completely different branch instead of just one solitary department in the Head Office. With this thought duly in mind, we have decided that the Mumbai office will be a success and a well-earned success at that, as we expect all our new employee as well as those we will transfer to work hard and bring up the office to the levels of excellence in the city.

Please find enclosed a formal invitation to the inauguration.

Regards,

\_\_\_\_\_ [Name and designation]

## New Branch Office Introduction Letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date-

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: New branch office inauguration

Dear all,

The management is pleased to inform you all that we are now officially present in \_\_\_\_\_ [name new destination], as our branch office there has become fully functional. We're inviting you all to come for the inauguration of this new endeavor and to bless it with your good wishes.

Please find enclosed all the details of the venue and the time.

We hope you will come.

Regards,

\_\_\_\_\_ [Name and designation]

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