

Notice of Annual Meeting

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Notice of Annual Meeting

Dear [Board Member's Name],

This is to formally notify you of the upcoming Annual Meeting of the Board of Directors of [Company/Organization Name]. Details of the meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

The agenda for the meeting will include:

- Review of the previous year's activities
- Financial Report
- Election of Officers
- Discussion of Future Strategies

Please confirm your attendance by [RSVP Date]. Should you have any items to add to the agenda, feel free to reach out.

Thank you for your continued commitment to [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Contact Information]