

Annual General Meeting Announcement

Date: [Insert Date]

To: [Board Directors Names]

Dear Board Directors,

We are pleased to announce that the Annual General Meeting (AGM) of [Company Name] will be held on [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

Agenda for the Meeting:

- Review of the previous year's financial performance
- Election of new board members
- Discussion on future strategies
- Any other business

Please confirm your attendance by [RSVP Date]. Should you have any questions or require further information, do not hesitate to reach out.

Looking forward to your presence.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]