

Notice of Annual General Meeting

Date: [Insert Date]

To: [Board Member's Name]

From: [Your Name]

Subject: Preparation for Annual General Meeting

Dear [Board Member's Name],

I would like to formally notify you that the Annual General Meeting (AGM) for [Company/Organization Name] is scheduled to take place on [Date] at [Time]. This meeting will be held at [Location/Platform].

In preparation for the AGM, please find the agenda and important documents attached for your review:

- Agenda
- Meeting Minutes from Last AGM
- Financial Reports
- Board Member Reports

Please confirm your attendance and feel free to reach out if you have any questions or additional topics you would like to discuss during the meeting.

We appreciate your dedication and look forward to your valuable contributions.

Best Regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]