

Notification of Annual General Meeting

Date: [Insert Date]

To: [Board Director's Name]

[Board Director's Address]

Dear [Board Director's Name],

We are pleased to inform you that the Annual General Meeting (AGM) of [Company/Organization Name] will be held on [Date] at [Time]. The meeting will take place at [Location or Virtual Platform Details].

The agenda for the meeting will include:

- Review of the previous year's financial statements
- Election of board directors
- Discussion of future strategies
- Open forum for questions and discussion

Your participation is vital to the governance of our organization, and we hope you will be able to attend. Please RSVP by [RSVP Date].

Thank you for your attention, and we look forward to your valuable contributions.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]