

Formal Notice of Annual Meeting

Date: [Insert Date]

To: Board of Directors

From: [Your Name]

Subject: Notice of Annual Meeting of the Board of Directors

Dear Board Members,

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

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

The agenda for the meeting will include:

1. Review of the previous meeting's minutes
2. Financial report
3. Strategic planning
4. Other business matters

Please confirm your attendance by [Insert RSVP Date]. Your participation is essential to ensure a productive meeting.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]