

Notice of Annual General Meeting

Date: [Insert Date]

To: All Board Directors

Dear Board Directors,

We hereby give notice that the Annual General Meeting (AGM) of [Organization Name] will be held on [Insert Date] at [Insert Time] at [Insert Location].

The agenda for the meeting will include:

- Approval of previous minutes
- Financial report
- Election of new board members
- Other business

Please make every effort to attend, as your participation is crucial for the decisions that affect the future of our organization.

We look forward to your presence.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]