

# Notice of Annual Membership Voting Meeting

Date: [Insert Date]

To: All Members of [Organization Name]

Dear Members,

We hereby notify you that the Annual Membership Voting Meeting will be held on [Insert Date] at [Insert Time]. The meeting will take place at [Insert Location].

The agenda for the meeting includes:

- Review of the previous year's activities
- Election of new board members
- Discussion of upcoming projects
- Open floor for member concerns

Please ensure your attendance as your vote is essential for the future direction of our organization. If you are unable to attend, please complete the attached proxy form and return it by [Insert Deadline].

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]