

Annual General Meeting Participation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request participation in the upcoming Annual General Meeting (AGM) of [Company/Organization Name] scheduled for [Insert Date] at [Insert Location/Platform].

As a [Your Position/Role] at [Your Company/Organization Name], I am keen to contribute to the discussions regarding [mention any relevant topics]. My presence at the AGM would provide valuable insights and allow for effective collaboration.

Please confirm my participation at your earliest convenience. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]