

Reminder: Upcoming Annual General Meeting

Dear [Recipient's Name],

This is a friendly reminder that our upcoming Annual General Meeting (AGM) is scheduled for:

Date: [Date]

Time: [Time]

Location: [Venue/Location]

Please mark your calendar and plan to attend as we will be discussing important matters regarding the future of our organization.

If you have any questions or require further information, feel free to reach out.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]