

Request for Your Presence at the Annual General Meeting

[Your Name]

[Your Position]

[Your Organization]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

Dear [Recipient's Name],

We are pleased to invite you to our Annual General Meeting (AGM) scheduled for [Date] at [Time]. The meeting will take place at [Location]. We highly value your presence and feedback as we discuss our achievements over the past year and our plans for the future.

Please find the agenda attached for your reference. Your insights and contributions are important to us, and we look forward to your attendance.

Kindly confirm your participation by [RSVP Date].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]