

Annual General Meeting Reminder

Dear [Member's Name],

This is a friendly reminder that the Annual General Meeting (AGM) of the [Club Name] will take place on [Date] at [Time]. The meeting will be held at [Location].

Please find the agenda for the meeting below:

- Opening Remarks
- Review of Last Year's Activities
- Financial Report
- Election of New Officers
- Open Floor for Discussion

Your participation is very important to us as we will be discussing key matters that affect our club. We look forward to seeing you there!

Best Regards,

[Your Name]
[Your Position]
[Club Name]