

# Notification of Annual General Meeting

Dear [Member's Name],

We are pleased to inform you that the Annual General Meeting (AGM) of the [Club Name] will be held on:

**Date:** [Date]

**Time:** [Time]

**Location:** [Venue/Address]

The agenda for the meeting will include:

- Review of the previous year's activities
- Financial report
- Election of new committee members
- Open floor for member suggestions

Your participation is vital for the development and progress of our club. Please RSVP by [RSVP Date] to confirm your attendance.

Looking forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Club Name]

[Contact Information]