

Notice of Shareholder Meeting

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda

1. Call to Order
2. Approval of Minutes from Previous Meeting
3. Financial Report
4. Election of Directors
5. Other Business
6. Adjournment

Please confirm your attendance by [Insert RSVP Date].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]