

Announcement of Annual General Assembly Meeting

Date: [Insert Date]

To: [Insert Recipient's Name or Committee]

Dear [Recipient's Name],

We are pleased to announce that the Annual General Assembly Meeting of [Organization Name] will be held on [Insert Date] at [Insert Time]. The meeting will take place at [Insert Venue/Location].

The agenda for the meeting will include:

- Review of the previous year's activities
- Financial report
- Election of board members
- Future plans and goals
- Open forum for questions and comments

We encourage all members to attend and participate in the discussions. Your input is invaluable to the growth and development of our organization.

Kindly confirm your attendance by [Insert RSVP Date].

Thank you, and we look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]