

# Letter of Invitation

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are pleased to invite you to attend the Annual General Meeting (AGM) of [Company Name], which will be held on [Date of AGM] at [Time] at [Venue/Location].

The agenda for the meeting will include:

- Review of the company's performance over the past year
- Election of board members
- Discussion of the upcoming fiscal year
- Q&A Session

Please confirm your attendance by [RSVP Date]. You may reach out to us at [Contact Information] for any queries.

We look forward to your participation.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]