

Notice of Annual General Meeting

Dear [Member's Name],

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

The agenda for the meeting will include:

- Approval of the previous minutes
- Financial reports
- Election of board members
- Any other business

All members are encouraged to attend and participate in shaping the future of our organization. If you are unable to attend, please consider appointing a proxy to vote on your behalf.

Thank you for your attention. We look forward to seeing you at the meeting.

Sincerely,

[Your Name]
[Your Position]
[Organization Name]
[Contact Information]