

Notification of Annual General Meeting

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are pleased to notify you that our Annual General Meeting (AGM) for the year [Insert Year] is scheduled to take place on [Insert Meeting Date] at [Insert Meeting Time]. The location of the meeting will be [Insert Venue/Online Platform].

The agenda for the AGM will include:

- Approval of the minutes of the previous AGM
- Financial reports and budget approvals
- Election of board members
- Any other business

We encourage all members to attend, as your participation is vital for the success of our organization. Please confirm your attendance by [Insert RSVP Date].

Thank you for your continued support and commitment.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]