

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## **Subject: Request for Attendance at Annual General Meeting**

Dear [Recipient's Name],

I am writing to formally request my attendance at the upcoming Annual General Meeting of [Company's Name], which is scheduled to take place on [Date] at [Location].

I believe my presence would be beneficial as I would like to engage with fellow members and contribute to the discussions regarding [specific topics of interest].

Please let me know if there are any prerequisites or additional information needed for my attendance.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]