

Formal Notice of Annual General Meeting

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We hereby notify you that the Annual General Meeting (AGM) of [Insert Company 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 the following items:

- Approval of the minutes from the previous AGM
- Presentation of the annual report
- Financial statements and auditor's report
- Election of directors
- Any other business

We encourage all members to attend and participate in the discussions. Your presence and input are valuable to our company's success.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]