

Invitation to the Annual General Meeting

Dear [Recipient's Name],

We are pleased to invite you to our Annual General Meeting (AGM) to be held on [Date] at [Time]. The meeting will take place at [Location/Virtual Link].

The agenda for the AGM will include:

- Opening Remarks
- Approval of Previous Meeting Minutes
- Financial Report
- Election of Board Members
- Open Forum

Please confirm your attendance by [RSVP Date].

We hope to see you there!

Best regards,

[Your Name]

[Your Position]

[Your Organization]