

Annual General Assembly Agenda Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to announce the agenda for our upcoming Annual General Assembly scheduled for [Insert Date & Time] at [Insert Location]. Please find the agenda below:

Agenda

1. Call to Order
2. Approval of Previous Minutes
3. Reports from the Board
4. Financial Statement Review
5. Election of Board Members
6. New Business
7. Open Forum
8. Adjournment

We encourage all members to attend and participate in the discussions. Your input is invaluable to our organization.

Thank you, and we look forward to seeing you at the assembly.

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