

Notice of Annual General Meeting

Dear Shareholder,

We are pleased to invite you to the Annual General Meeting (AGM) of [Company Name], which will be held on [Date] at [Time]. The meeting will take place at [Venue/Location].

Agenda

- Welcome and Opening Remarks
- Review of Financial Statements
- Election of Directors
- Appointment of Auditors
- Shareholder Questions
- Any Other Business

We encourage all shareholders to attend and participate in the discussions. Please confirm your attendance by [RSVP Date] by contacting us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]