

Annual Meeting Schedule

Dear Members,

We are pleased to announce the schedule for our upcoming Annual Meeting. Please find the details below:

Date:

April 15, 2024

Time:

10:00 AM - 2:00 PM

Location:

Community Hall, 123 Main Street, Anytown, ST 12345

Agenda:

- Welcome and Opening Remarks
- Review of the Year
- Financial Report
- Future Initiatives
- Q&A Session
- Closing Remarks

We encourage all members to attend and participate. Your input is vital to our organization's growth and success.

Thank you, and we look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]