

# Notice of Annual General Meeting

Dear [Member's Name],

We are pleased to inform you that the Annual General Meeting (AGM) of [Organization's Name] will be held on [Date] at [Time]. The meeting will take place at [Location].

The agenda for the meeting will include:

- Review of the previous year's activities
- Approval of the financial statements
- Election of board members
- Discussion of upcoming projects and initiatives
- Open forum for member questions and suggestions

Your participation is important to us. Please RSVP by [RSVP Date] to confirm your attendance.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Organization's Name]  
[Contact Information]