

Announcement of Annual General Meeting (AGM)

Dear Shareholders,

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

The agenda for the meeting will include:

- Approval of the previous meeting's minutes
- Financial performance review
- Election of board members
- Open Q&A session

We encourage all shareholders to attend. Your participation is crucial for the future of our company.

Please confirm your attendance by [RSVP Date].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]