

Formal Invitation to the Annual General Meeting

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

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

The agenda for the meeting will include:

- Review of the Financial Statements
- Election of Directors
- Approval of Dividend
- Any Other Business

Your participation is important to us, and we are looking forward to your valuable input. Please confirm your attendance by [Insert RSVP Date].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]