

Notification of Annual General Meeting

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

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

Agenda of the Meeting:

- Approval of the previous AGM minutes
- Financial Reports and Statements
- Dividend Declaration
- Election of Directors
- Any other business

Your participation is highly valued, and we encourage you to attend the meeting to voice your opinions and vote on key matters concerning the company.

Please confirm your attendance by [RSVP Date] to ensure a seamless arrangement.

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]