

# Request for Shareholder Presence at Annual General Meeting

Date: [Insert Date]

To: [Shareholder's Name]

[Shareholder's Address]

Dear [Shareholder's Name],

We are pleased to invite you to attend our Annual General Meeting (AGM) scheduled for [Insert Date] at [Insert Time] at [Insert Location]. Your presence is vital as we will discuss important matters regarding the company's performance and future plans.

The agenda for the meeting will include:

- Review of the company's financial performance
- Election of Board Members
- Discussion of future business strategies
- Shareholder Q&A session

Please confirm your attendance by [Insert RSVP Date]. Should you have any questions, feel free to contact us at [Insert Contact Information].

We look forward to your participation in shaping the future of our company.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]