

Invitation to Annual General Meeting

Dear [Shareholder's Name],

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

The agenda for the meeting includes:

- Approval of the minutes of the previous meeting
- Presentation of financial statements
- Election of board members
- Any other business

Please confirm your attendance by [RSVP Date]. If you are unable to attend, you may appoint a proxy to vote on your behalf by submitting the attached proxy form.

We look forward to your participation.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]