

Date: [Insert Date]

To,  
[Member/Stakeholder/Partner Name]  
[Address or Organization Name]

Subject: Invitation to Annual General Meeting of [Non Profit Organization Name]

Dear [Name/Member],

On behalf of the Board of Directors of [Non Profit Organization Name], we are pleased to invite you to attend our Annual General Meeting (AGM) scheduled as follows:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Venue:** [Insert Meeting Venue/Virtual Link]

The AGM is a valuable opportunity for all members, stakeholders, and partners to review our organization's activities and achievements over the past year. The agenda will include presentations on our progress, discussion of financial reports, introduction of upcoming initiatives, and the election of new board members. Your participation and input are crucial for upholding transparency, fostering collaboration, and ensuring effective decision-making within our organization.

Attached, please find the agenda and relevant supporting documents for your review prior to the meeting. Kindly confirm your attendance by [RSVP Date], by replying to this email or contacting us at [Contact Information].

We look forward to your valuable presence and contribution to strengthening our community and advancing our shared mission.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Non Profit Organization Name]  
[Contact Details]