

Date: [Insert Date]

To,  
All Members,  
[Name of Housing Society]

## Subject: Invitation to Annual General Meeting (AGM)

Dear Member,

We are pleased to invite you to attend the Annual General Meeting (AGM) of [Name of Housing Society], which will be held as per details given below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue Address]

### AGENDA:

1. Welcome Address by the President
2. Reading and Confirmation of Previous AGM Minutes
3. Presentation of Annual Financial Report
4. Maintenance Updates and Future Planning
5. Election of Managing Committee Members
6. Discussion on Proposed Projects and Member Suggestions
7. Any other matter with the permission of the Chair
8. Vote of Thanks

Your active participation is crucial for the effective functioning and the progressive development of our community. We encourage all members to attend and share your valuable suggestions.

Please confirm your attendance by [RSVP Date or Method, e.g., replying to this email/phone number]. If you cannot attend, kindly inform us in advance.

Looking forward to your presence and cooperation.

Yours sincerely,  
[President/Secretary Name]  
[Designation]  
[Name of Housing Society]  
[Contact Information]