

[Your Company Letterhead]

[Company Name]
[Company Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

To:
All Shareholders / Members
[Company Name]

Subject: Notice of Annual General Meeting

Dear Shareholders/Members,

Notice is hereby given that the **Annual General Meeting (AGM)** of **[Company Name]** will be held on **[Date]** at **[Time]** at **[Venue]** to transact the following business:

1. To receive, consider, and adopt the Audited Financial Statements for the financial year ended [Year], together with Directors' and Auditors' Reports thereon.
2. To appoint/re-appoint Directors in place of those retiring by rotation.
3. To appoint Auditors and fix their remuneration.
4. Any other business with the permission of the Chair.

Notes:

- A member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself/herself. The proxy need not be a member of the company.
- The instrument of proxy, duly completed, must be deposited at the registered office of the company not later than [x] hours before the commencement of the meeting.
- Members are requested to notify any change in address to the company at the earliest.

The relevant documents and the annual report are enclosed/available upon request.

Kindly make it convenient to attend the meeting.

Yours faithfully,

[Name]
[Designation]
[Company Name]