

Date: [Insert Date]

To,
[Shareholder/Stakeholder's Name]
[Shareholder/Stakeholder's Address]

Subject: Invitation to the Annual General Meeting of [Company Name]

Dear [Shareholder/Stakeholder's Name],

We are pleased to invite you to the Annual General Meeting (AGM) of **[Company Name]** scheduled as follows:

- **Date:** [Insert Meeting Date]
- **Time:** [Insert Meeting Time]
- **Venue:** [Insert Meeting Venue/Address or Virtual Meeting Details]

The agenda for the meeting will include:

1. To receive, consider, and adopt the audited financial statements for the fiscal year ended [Financial Year End Date].
2. To appoint/re-appoint Directors and Auditors and fix their remuneration.
3. To discuss and approve dividends, if any.
4. To consider any other business with the permission of the Chair.

Your participation is crucial for the company's decision-making process. If you are unable to attend in person, you may appoint a proxy to represent you at the meeting. Please complete and return the attached proxy form, if applicable, by [Proxy Submission Deadline].

Kindly confirm your attendance by [RSVP Date] via email at [Contact Email] or phone at [Contact Number]. All relevant documents and reports are available for review at our registered office and on our company website [Company Website URL].

We look forward to your valuable presence and participation at the Annual General Meeting.

Yours sincerely,

[Authorized Signatory]
[Designation]
[Company Name]
[Company Address]
[Official Contact Information]