

Date: [Insert Date]

To,  
[Member's Name]  
[Member's Address]

Subject: Invitation to Annual General Meeting

Dear [Member's Name],

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

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

Please find below the agenda for the meeting:

1. Welcome and Opening Remarks
2. Confirmation of Minutes of the Previous AGM
3. Presentation of Annual Report
4. Presentation and Adoption of Audited Financial Statements
5. Election/Re-election of Board Members
6. Appointment of Auditors
7. Any Other Business (AOB)
8. Closing Remarks

Your participation and valuable inputs are crucial to the success of the meeting. Kindly confirm your attendance by [date for RSVP], so that we can make the necessary arrangements.

Should you have any questions or wish to propose additional agenda items, please feel free to contact us at [contact details].

We look forward to your presence at the AGM.

Sincerely,  
[Your Name]  
[Your Position]  
[Organization/Company Name]  
[Contact Information]