

[Your Company Letterhead]

Date: [Insert Date]

To,  
All Shareholders  
[Company Name]

## Subject: Invitation to Annual General Meeting of Shareholders

Dear Shareholder,

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

- **Date:** [Insert AGM Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Full Address and/or Online Meeting Link]

The agenda for the meeting will include:

1. Presentation and adoption of the audited financial statements for the year ended [Financial Year].
2. Declaration of dividend, if any.
3. Appointment/re-appointment of Directors.
4. Appointment of Auditors and fixing their remuneration.
5. Discussion of strategic plans and other business matters.
6. Any other item with the permission of the Chair.

Your participation is vital to the success of our company, and we encourage you to attend the meeting. Should you be unable to attend in person, you may appoint a proxy to represent you at the AGM by completing and submitting the attached Proxy Form at least [Number of Days] days prior to the meeting.

Please bring your shareholder identification/documentation for verification at the venue. For any queries or further information, kindly contact our Investor Relations Department at [Contact Details] or email us at [Email Address].

We look forward to your valued participation.

Sincerely,  
[Name of Authorized Signatory]  
[Designation]  
[Company Name]

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Enclosures: Proxy Form, AGM Agenda, Financial Statements