

Date: [Insert Date]

To,
[Shareholder/Member Name]
[Address Line 1]
[Address Line 2]

Subject: Invitation to Annual General Meeting (AGM) of [Company Name]

Dear [Shareholder/Member Name],

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

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue/Meeting Link if Virtual]

The agenda for the meeting is as follows:

1. Welcome and Opening Remarks
2. Presentation of Annual Financial Statements
3. Director's Report
4. Appointment/Reappointment of Auditors
5. Election of Directors
6. Any Other Business
7. Questions & Answers
8. Vote of Thanks and Closing

Your presence and participation are greatly valued. We kindly request you to confirm your attendance by **[RSVP Date]** to facilitate the necessary arrangements.

Please RSVP by replying to this email at [\[Insert RSVP Email\]](#) or by phone at [Insert Phone Number].

Should you require any further information or clarification, please do not hesitate to contact us.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Details]