

[Your Organization's Letterhead]

Date: [Insert Date]

To: [Board Member's Name]

[Board Member's Position, if applicable]

Subject: Invitation to Annual General Meeting

Dear [Board Member's Name],

On behalf of the Board of Directors of [Organization Name], I am pleased to invite you to attend our upcoming Annual General Meeting (AGM). Your participation is highly valued, as this meeting serves as a pivotal opportunity to review our achievements, discuss key organizational matters, and shape our collective vision for the upcoming year.

Details of the Annual General Meeting:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Venue:** [Insert Venue/Address/Zoom Link]

Proposed Agenda:

1. Opening Remarks
2. Approval of Previous Meeting Minutes
3. Presentation of Annual Financial Report
4. Discussion on Strategic Plans
5. Voting on Critical Decisions
6. Other Business
7. Closing Remarks

We kindly request that you confirm your attendance by [RSVP Date] to ensure proper arrangements are made. If you have specific topics or questions you would like included in the agenda, please send them to [Contact Email or Person] by [Submission Date].

Your insights and contributions are vital to our continued success. We look forward to your active participation in the AGM.

Should you have any questions or need further information, please contact [Contact Name] at [Contact Phone Number/Email].

Sincerely,

[Your Name]

[Your Position]

[Organization Name]