

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Upcoming Ltd Company Meeting

We are pleased to invite you to the upcoming meeting of [Company Name] Ltd., which will take place on [Date] at [Time]. The meeting will be held at [Location/Method of Meeting, e.g., Conference Room B, Online via Zoom].

The agenda for the meeting will include:

1. [Agenda Item 1]

2. [Agenda Item 2]

3. [Agenda Item 3]

4. Any other business

Please confirm your attendance by [RSVP Deadline]. If you have any additional topics you would like to discuss, feel free to share them with us prior to the meeting.

We look forward to your valuable participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]