

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to Annual General Meeting

We are pleased to invite you to attend our Annual General Meeting (AGM) to be held on [Date] at [Time]. The meeting will take place at [Venue/Location].

The agenda for the meeting includes:

1. Welcome and Opening Remarks
2. Review of the Previous Year's Activities
3. Financial Report
4. Election of Board Members
5. Discussion on Future Goals
6. Q&A Session
7. Closing Remarks

Your participation is important as it provides an opportunity to engage with our leadership and fellow members, and to contribute to the direction of our organization.

Please RSVP by [RSVP Date] to confirm your attendance. We look forward to seeing you there!

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]