

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to invite you to our Annual General Meeting (AGM) of [Company Name] which will be held on [Date] at [Time]. The meeting will take place at [Location/Virtual Platform].

The agenda for the meeting will include:

1. Approval of the minutes from the last AGM
2. Review of the company's performance over the past year
3. Financial reports presentation
4. Election of board members
5. Open forum for shareholders' questions

Please RSVP by [RSVP Date] to confirm your attendance. If you are unable to attend, we encourage you to send a proxy to ensure your vote is counted.

Thank you for your continued support. We look forward to your participation in this important event.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]