### horizontal line**Annual General Meeting Notice**

**Date**: [Insert Date]  
**Time**: [Insert Time]  
**Location**: [Insert Location]  
**Meeting Type**: Annual General Meeting (AGM)  
  
**Subject**: Notice of Annual General Meeting  
  
**Purpose**:  
The AGM is organized to discuss [outline the main objectives such as the organization’s annual performance, financials, future strategy, and any resolutions requiring approval].

### **Agenda**

1. **Opening Remarks** - [Organizer/Chairperson’s Name]
2. **Approval of Last AGM Minutes**
3. **Financial Report** - [Presenter]
4. **Key Resolutions**:
   * [Resolution 1] - [Presenter]
   * [Resolution 2] - [Presenter]
5. **Election of Officers** (if applicable)
6. **Q&A Session**
7. **Closing Remarks**

**Attendees**:  
All shareholders/organization members are encouraged to attend.

**Special Instructions**:  
Please bring identification for attendance confirmation.

**RSVP**:  
Confirm attendance by [Deadline Date] to [Contact Person’s Email].