Dear Shareholder,

On behalf of [Company Name] Board of Directors, it’s my pleasure to invite you to the 40th Annual General Meeting of the company. This AGM will be held as on [Enter Time, Day and Date], at [Venue].

At this AGM we will present the shareholders with the annual financial statements of the company, its operations and strategies. All objections raised by the shareholders will also be discussed and any resolutions, shall also be proposed and passed in that meeting. Moreover, every other business that needs to be discussed at this meeting is explained in the notice of the meeting.

If somehow, you could not attend the meeting, please make sure to appoint someone as your proxy, so as to attend the meeting on your behalf. The proxy form is also attached to the notice of the meeting alongwith the procedure of appointing a proxy.

Moreover, the AGM will be webcast live from the company’s website [website link]. Looking forward to seeing you at the AGM.

Thanks a lot!

[Name of the Sender]

[Signature of the Sender]

[Designation]