

**LETTER HEAD OF COMPANY**



Date: (Date of Board Meeting)

Dear Members/Directors/Auditors',

You are cordially invited to attend the (AGM No.) Annual General Meeting (the 'AGM') of the members of \_\_\_\_\_(the 'Company') to be held on (DAY), (DATE) at (TIME) THROUGH VIDEO CONFERENCING ("VC") / OTHER AUDIO VISUAL MEANS ("OAVM").

Notice of the meeting, containing the business to be transacted, is enclosed.

Thanking You,

For and on behalf of the Board of Directors  
**(Name of the Company)**

**Name of the Director**

(Designation)

DIN \_\_\_\_\_

Add: \_\_\_\_\_

**Enclosures:**

1. Notice of the AGM