Thursday, 1 September 2016

**Invitation to attend the [year] Annual General Meeting of [Insert name of club/association]**

Dear [insert name of volunteer],

I am pleased to invite you to the [Year] Annual General Meeting of [Insert club/association name here], which will be held on [Date of AGM] at [Time] in [Location].

Included in this invitation is the agenda for current meeting and the minutes from the last AGM. Attending the meeting will give you the opportunity to learn more about [insert club/association name here]’s current operations, progress since last year, and financial situation. You will have the opportunity to ask questions regarding our operations, finances, and items on the agenda, and vote on any motions raised.

We hope you can attend and look forward to seeing you there.

Kind Regards,

[Signature]

[Name]

[Position]

[Contact details for club/association]