[Name]

[Address]

[Date]

**Notice of the annual general meeting of [charity name]**

Dear member,

This is to advise you of the upcoming annual general meeting of the members of [charity name]. The details of this meeting are as follows:

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

Attached are:

* the agenda for this meeting
* the minutes of the last annual general meeting.

At the meeting, members will have the opportunity to:

* find out about [charity name]’s operations and finances
* ask questions about the operations and finances of [charity name]
* speak about any items on the agenda
* vote on any resolutions proposed.

At the meeting, members will be asked to vote to:

* accept the minutes of the last annual general meeting
* accept the annual report
* accept the auditor’s report
* accept the annual financial statements
* appoint and pay an auditor.
* elect directors.

The following special resolution/s will be proposed at the annual general meeting:

* [Special resolution/s]
* [Special resolution/s]
* [Special resolution/s]

Details of proxy appointment or reference to attached proxy appointment form:

* [Details or proxy]
* [Reference to attached form]

Regards,

[Name]

[Position]