



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) at the Registered Office of the Company at (Address).

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
2. Attendance slip
3. Proxy form
4. Route Map
5. Annual Report