

Example AGM invite for people not currently involved with the branch

For a supply of headed paper contact the Volunteering Team on 01604 611681 or email volunteering@mndassociation.org

(Insert Branch Secretary's address for replies)

(Insert Date: to give at least 30 days notice)

Dear Friend,

You are invited to our forthcoming Annual General Meeting, on **Thursday 1 March, 2pm – 4pm, at the Everybody Centre, 1 Any Street, Any Town.**

In addition to the formalities of the AGM itself, we are also delighted to welcome **Andrea Anybody** to the meeting, who will be giving a short presentation about **current research into motor neurone disease.**

We are sure it will be a very informative and enjoyable **morning/ afternoon/ evening.** Following the presentation, we will be serving a **light finger buffet.**

We hope that people locally will welcome the opportunity to learn more about the work of the Association, particularly here in **branch area,** by accepting our invitation. We would be delighted to see you and can assure you of a very warm welcome. In the meantime, we are enclosing some information which outlines the work of the Association which we hope will be of interest to you.

We do hope that you will be able to join us. We would be delighted to see you and can assure you of a very warm welcome.

In order that we can cater appropriately, we would be grateful if you could complete the enclosed RSVP slip and return it to the address indicated by **DATE.**

Yours faithfully

Your name

Branch Secretary

Bloggshire Branch