Stars Marketing Limited  
38-A, Crawford Street, Ontario, Canada  
Notification for 20th General Annual Meeting

I am pleased to notify you that the 20th general annual meeting of shareholders of Stars Marketing Limited is going to be held on Friday, 25th of October 20XX at 11:00 a.m. at the conference hall of the company head office located at [place]. This time, the meeting has been planned to keep in view the following agenda:

* Consideration and adoption of the new accounts for the year 20XX following the recommendation of the board of directors.
* Declaration of dividend for the current year fiscal which has been ended on [date].
* Election of board of directors for a new term of three years.
* Election of new office bearers for the next three years term.
* Appointment of auditors and to fix their remuneration.
* Miscellaneous/any other business related to company activities.
* Voice of thanks.

Following points must be kept in mind keeping in view the upcoming meeting.

* The deadline to get yourself registered for the meeting is [date] till 4:00 p.m. sharp. Registration facility has also been provided online on the company’s website.
* Any member, not able to attend the meeting, may appoint a proxy to attend the meeting and to vote on his / her own behalf. For this purpose, a proxy form must be signed and stamped by a concerned member in case of such a situation.
* Entrance to the meeting hall will be subjected to the production of the invitation and attendance slip which has been attached with this notification letter.

I hope you all will play your positive role in making the meeting successful. Thank you.

Your Sincerely,

[Name]  
[Designation]  
[Company Name]