

# OFFICIAL NOTICE OF MEETING

Organization Name: \_\_\_\_\_

Meeting Type: ( ) Annual ( ) Special ( ) Regular

Date of Meeting:	_____
Time:	_____
Location:	_____
Notice Issued On:	_____

Purpose of the Meeting:

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**Agenda:**

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Reports of Officers / Committees
4. Old Business
5. New Business
6. Adjournment

**Additional Information:**

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Contact Person: \_\_\_\_\_ Email/Phone: \_\_\_\_\_

**Confirmation of Receipt (Optional):**

I acknowledge receipt of this notice.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please ensure this notice is distributed according to your organization's bylaws and any state legal requirements. Keeping a copy of this notice and any responses is recommended for record-keeping and compliance purposes.*