«First\_Name» «Last\_Name»  
«Address»,  
«City»

3rd January 2014

To the members of the Pegasus Badminton Association This is a call for the Annual General Meeting, which is to be held on Monday the 12th of January 2014 at 6 p.m. in Oldpark House.

Agenda

* Election of the treasurer and secretary
* Presentation of the annual accounts
* Club Captain’s report
* Presentation of the budgets for 2014
* Election of the board
* Election of the auditor
* New badminton court proposals

Yours truly,

Jim Green.

Secretary.