**[Your Club or Society’s Name]**  
**Notice of Emergency General Meeting (EGM)**

**Date:** [Insert Date]  
**To:** All Members

Dear Members,

Please be informed that an Emergency General Meeting of **[Club/Society Name]** will be held on:

**Date:** [Insert Date]  
**Time:** [Insert Time]  
**Venue:** [Insert Location or Zoom Link]

The purpose of the meeting is to discuss the following urgent matters:

1. [Main agenda item 1]
2. [Main agenda item 2]
3. [Optional additional item]

Your attendance is highly appreciated as your input is crucial to the decisions that will be made.

Sincerely,  
**[Your Name]**  
[Designation, e.g., Secretary]  
[Club/Society Name]  
[Contact Info]