
NOTICE FOR BOARD MEETING OF DIRECTORS

NOTICE OF _____ (SERIAL NUMBER OF MEETING) BOARDMEETING

Mr. _____
Director,
(Company Name),
(Address Line 1),
(Address Line 2),
(City, State & Pin code)

Dear Sir,

NOTICE is hereby given that the _____ (serial number of Meeting) Meeting of the Board of Directors of the company will be held on _____ (day of the week), the _____ (date) _____ (month) _____ (year) at _____ (a.m./p.m.) at _____ (Venue).

The Agenda of the business to be transacted at the Meeting is enclosed/will follow:

_____.

You may attend the Meeting through Electronic Mode, the details of which are enclosed. In case you desire to participate through such mode, please send a confirmation in this regard to _____ (Name of Company Secretary/ Chairman/other Authorized Person), email _____, Tel No. _____ within _____ days (time frame) to enable making necessary arrangements.

Kindly make it convenient to attend the Meeting.

Yours faithfully,

(Signature) _____
(Name) _____
(Designation) _____
(Email, phone no.) _____