

## **NOTICE OF BOARD MEETING**

TO :

**Mr/ Mrs.** Fpo  
102a,Kirthika Garden  
Kaatthampalayam, Erode, Tamil Nadu - 638004

**Dear Sir/Madam,**

Notice is hereby given that a meeting of the Board of Directors of the XYZ Company will be held at Time on Date at registered Office / Corporate office of the company at Address line 1, Address line 2, City, State - Postal code to interalia consider the following business as under :-

Agenda

- 1.
- 2.
- 3.
- 4.
- 5.

You are requested to make it convenient to attend the meeting.

For XYZ Company

CEO Name

CEO