

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