Date: {{ date }}

The Board of Directors

**{{ company\_name }}**

{{ address }}

Dear Sir / Madam,

**Subject: Invitation to attend the Board Meeting**

We wish to inform you that the meeting of the Board of Directors of the Company will be held on **{{ meeting\_date }}** at **{{ meeting\_address }}**.

Agenda is enclosed for your perusal.

Kindly make it convenient to attend the meeting.

Thanking you,

Yours truly,

For **{{ company\_name }}**

**{{ director\_name\_1 }}** **{{ director\_name\_2 }}**

(Director) (Director)

DIN: {{ director\_din\_1 }} DIN: {{ director\_din\_2 }}

Date: {{ date }}

Place: {{ place }}

Composition of the Board:

{{ director\_name\_1 }} : DIRECTOR

{{ director\_name\_2 }} : DIRECTOR

AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS OF **{{ company\_name }}** TO BE HELD ON **{{ meeting\_date }}** AT **{{ meeting\_address }}**.

| 1. | TO ELECT THE CHAIRMAN OF THE MEETING |
| --- | --- |
| 2. | TO GRANT LEAVE OF ABSENCE, IF ANY, TO THE DIRECTORS OF THE COMPANY |
| 3. | TO CONSIDER THE QUORUM |
| 4. | TO TAKE NOTE OF MINUTES OF PREVIOUS BOARD MEETING |
| 5. | ANY OTHER ITEM WITH THE PERMISSION OF CHAIRMAN |
| 6. | VOTE OF THANKS |

For **{{ company\_name }}**

**{{ director\_name\_1 }}** **{{ director\_name\_2 }}**

(Director) (Director)

DIN: {{ director\_din\_1 }} DIN: {{ director\_din\_2 }}

Date: {{ date }}

Place: {{ place }}