Board Resolution Letter Template

**[Company/Organization Name]**

**[Company/Organization Address]**

**[City, State, Zip Code]**

**Date: [Insert Date]**

**To:  
[Recipient's Name or Institution]  
[Recipient's Address]  
[City, State, Zip Code]**

**Subject: Board Resolution Letter**

**Dear [Recipient's Name],**

**This letter is to certify that the Board of Directors of [Company/Organization Name] met on [meeting date] at [meeting location]. A quorum was present, and the following resolution was duly passed by a majority vote:**

**Resolution:**

**[Detail the specific resolution passed, e.g., approval of a budget, ratification of a contract, etc.]**

**Be it resolved that:**

1. **[First clause of the resolution]**
2. **[Second clause of the resolution]**
3. **[Further clauses as necessary]**

**This resolution is effective as of [effective date] and will remain in effect until further notice.**

**Should you have any questions regarding this resolution, please do not hesitate to contact us at [Your Contact Information].**

**Sincerely,**

**[Signature]  
[Printed Name of Secretary or Authorized Officer]  
[Title]  
[Date]**