

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]