

Board Resolution Letter Sample PDF

[Company/Organization Name]

[Company/Organization Address]

[City, State, Zip Code]

Date: [Insert Date]

To Whom It May Concern:

Please be advised that the following resolution was adopted at a meeting of the Board of Directors of [Company/Organization Name] held on [meeting date], at which a quorum was present and acting throughout:

Resolution:

The Board hereby approves the creation of a detailed PDF containing all standard board resolutions to be used for regulatory compliance and internal record-keeping.

Be it further resolved that:

1. The designated officer is tasked with the creation and maintenance of this document.
2. The document shall be updated annually or as necessary to reflect current practices and compliance requirements.

This is to certify that the above resolution has not been modified or rescinded and is in full force and effect as of the date hereof.

Thank you for your attention to this document.

Yours sincerely,

[Signature]

[Printed Name of Secretary or Authorized Officer]

[Title]

[Date]