**Board Resolution Letter Sample PDF**

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**This is to certify that the above resolution has not been modified or rescinded and is in full force and effect as of the date hereof.**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