

Resolution for Board Meeting Minutes Endorsement

Date: [Insert Date]

To: [Board Members/Relevant Parties]

Dear Board Members,

We hereby resolve to endorse the minutes of the board meeting held on [Insert Meeting Date].
The minutes accurately reflect the discussions and decisions made during the meeting.

Resolved, that the minutes be accepted as presented.

Approved by:

[Chairperson Name] - Chairperson

[Secretary Name] - Secretary

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]