[DATE]

Director Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF SPECIAL DIRECTORS MEETING**

Dear [NAME\_DIRECTOR],

This letter gives notice that [NAME] has called a special meeting of the directors. This meeting is to be held on [DATE], at [TIME] at the principal office of the company located at [YOUR COMPLETE ADDRESS], for the following purposes:

1. [DESCRIBE THE BUSINESS THAT IS INTENDED TO BE TRANSACTED]
2. Transacting other businesses that properly come before the meeting.

Kind Regards,

[NAME]

Secretary

[PHONE NUMBER]

[EMAIL@YOURCOMPANY.COM]