[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF DIRECTORS’ MEETING**

Dear [CONTACT],

Notice is given that a meeting of the Directors of [YOUR COMPANY NAME] is to commencewill on [DATE] at [YOUR COMPLETE ADDRESS], commencing at [TIME].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]