[DATE]

Company

Address

Address2

City, State/Province

Zip/Postal Code

**RE: WAIVER OF NOTICE OF MEETING OF DIRECTORS**

Dear [CONTACT NAME],

The undersigned director of [YOUR COMPANY NAME] hereby waives proper notice of the meeting of directors held on [DATE] at [ADDRESS], commencing at [TIME].

Kind Regards,

[DIRECTOR NAME]

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]