[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: CERTIFICATE OF COMPANY VOTE**

Dear [CONTACT NAME],

This is to certify that at a special meeting of the [BOARD OF DIRECTORS / EXECUTIVE COMMITTEE] of the Company, held at the offices of the Company located at [YOUR COMPLETE ADDRESS] on [DATE] at [TIME], all the [DIRECTORS / MEMBERS] being present and voting, it was unanimously VOTED:

[DESCRIBE ACTION BEING VOTED]

By unanimous consensus therefor we shall move toward adopting the elements required by said vote.

Kind Regards,

[NAME]

Secretary

[PHONE NUMBER]

[EMAIL@YOURCOMPANY.COM]