[DATE]

Contact name

Company name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: DIRECTORS’ MEETING – CERTIFICATE OF MINUTES**

Dear [CONTACT],

I, [NAME], certify that the above is a true and correct transcript from the minutes of a special meeting of board of directors of [YOUR COMPANY NAME] held at [PLACE] on [DATE], and that the meeting was duly called and held in all respects in accordance with the laws of the [STATE/PROVINCE] of [COUNTRY] and the bylaws of the company and that *a quo*rum was present.

[ADD IF DESIRED]

I further certify that the votes and resolutions of the board of directors of [YOUR COMPANY NAME] at the meeting are operative and in full force and effect and have not been annulled or modified by any vote or resolution passed or adopted by the board since that meeting.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]