## Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## To,

## The Board of Directors

**(Name of the Company)**

(Address of the Registered Office of the company)

## Subject: Communication of Leave of Absence for the Board Meeting dated ……………………….

Dear Sir/Madam,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Director’s name), (DIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_), Director/ Managing Director/ Whole Time Director/ ((other designations if any) of the Company hereby request the Board to kindly grant me leave of absence for the Board Meeting to be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking you

…………………………….

Name:

DIN: