**On the letterhead**

To,

Mr.

**Subject**: Appointment as Additional Director in M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Limited.

Dear Sir/Mam,

This is to inform you that you have been appointed as an Additional Director of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Limited by the Board of Directors of the Company at its duly convened Meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking you,

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Private Limited

**Director**

**(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**

**(DIN NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**