**Leave of Absence:**

From:

Mr. Name of director who is on leave

Address of Director.

Date of Leave of Absence before Meeting

The Board of Directors

M/s NAME OF COMPANY LIMITED

ADDRESS OF REGISTERED OFFICE

Subject: Leave of Absence

Dear Sir,

In respect of the board meeting of the company to be held on date of meeting, I hereby inform you that I am unable to attend the meeting as for the preoccupations. I am requesting you to permit my leave of absence.

Thanking you,

**Name of Director who is on leave**

DIN: ------------------

Address of Director