

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent to Adopt Bylaws

I am writing on behalf of [Your Organization's Name] to express our intent to adopt a set of bylaws that will govern our operations and membership.

1. **Purpose of Bylaws**

The purpose of these bylaws is to establish a framework for the governance of the organization, define membership criteria, outline the responsibilities of officers, and set procedures for meetings and decision-making.

2. **Proposed Bylaw Overview**

We propose the following key provisions to be included in our bylaws:

- Article I: Name and Purpose
- Article II: Membership
- Article III: Board of Directors
- Article IV: Meetings
- Article V: Amendments

3. **Timeline for Adoption**

We aim to finalize and adopt the bylaws by [proposed date], following a review and comments period.

4. **Feedback and Support**

We welcome your input and support in this process, and we would appreciate any feedback you may have on the proposed bylaws.

Thank you for your consideration. We look forward to your response and collaborating on this important step for [Your Organization's Name].

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]