

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to share our nonprofit bylaws for [Your Organization's Name], which outline our governance structure and operational procedures. These bylaws are essential for ensuring clarity and transparency within our organization.

****Article I: Name****

The name of the organization shall be [Your Organization's Name].

****Article II: Purpose****

The purpose of this nonprofit organization is to [insert specific purpose].

****Article III: Membership****

Membership shall be open to [insert criteria for membership].

****Article IV: Board of Directors****

The Board shall consist of [number] members, elected by the membership.

****Article V: Meetings****

Regular meetings of the Board shall be held [insert frequency and location].

****Article VI: Amendments****

These bylaws may be amended by a two-thirds vote of the Board members present at any regular meeting.

Please find the complete bylaws attached for your review. We would appreciate any feedback you might have as we continue to strengthen our organization.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Your Website]

[Attachment: Nonprofit Bylaws]