

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Approval of Bylaws Amendment

We are pleased to inform you that the proposed amendments to the bylaws of [Your Organization's Name] have been approved. The vote took place on [Date of Vote], and the results were as follows:

- Total Votes Cast: [Number]
- Votes in Favor: [Number]
- Votes Against: [Number]
- Abstentions: [Number]

The approved amendments include the following changes:

1. [Brief Description of Amendment 1]
2. [Brief Description of Amendment 2]
3. [Brief Description of Amendment 3]

The updated bylaws will be effective as of [Effective Date]. A complete copy of the amended bylaws has been attached for your reference.

Thank you for your participation and support in this important process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

[Attachment: Amended Bylaws]