

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Approval of Bylaws

We are writing to seek your formal approval of the newly revised bylaws for [Your Organization's Name]. After careful review and consideration by our board of directors, we believe these amendments will enhance our governance and operational efficiency.

Enclosed with this letter, you will find the proposed bylaws for your review. We kindly request that you provide your approval by [specific date] to ensure we can implement these changes in a timely manner.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Proposed Bylaws]