

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Ratification of Bylaws

We are pleased to inform you that the Board of Directors of [Organization Name] has approved the proposed amendments to our bylaws. As a part of our commitment to transparency and governance, we would like to formally present these amendments for ratification by our membership.

Enclosed with this letter, you will find a copy of the proposed bylaws along with a summary of the changes made. We encourage all members to review these documents carefully.

We will hold a special meeting on [Date] at [Time] at [Location/Virtual Link] to discuss the proposed changes and conduct a vote on their ratification. Your participation is crucial to ensuring a robust and democratic process.

Please RSVP by [RSVP Deadline] to confirm your attendance.

Thank you for your attention to this important matter. We look forward to your support in ratifying the proposed bylaws.

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Your Contact Information]

Enclosures: Proposed Bylaws, Summary of Changes