

[Your Name]  
[Your Position]  
[Your Organization/Association Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient's Name],

Subject: Notice of Bylaw Violation

This letter serves as a formal notification regarding a violation of the bylaws of [Your Organization's Name], specifically [cite specific bylaw number or description].

It has come to our attention that on [date of observed violation], [describe the nature of the violation]. This is in direct violation of [specific bylaw].

We request that you take immediate action to rectify this violation by [insert deadline if applicable, e.g., "within 14 days of receiving this letter"]. Failure to address this issue may result in further action, including [outline potential consequences, e.g., fines, hearings, etc.]. If you have any questions or would like to discuss this matter further, please do not hesitate to contact me directly at [your phone number or email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization/Association Name]