

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Association Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-Up on Bylaw Violation

I hope this message finds you well. I am writing to follow up regarding the bylaw violation reported on [specific date] at [location/details of the incident].

As per our previous correspondence on [date of previous communication], I would like to inquire about any updates or actions taken to address this matter. It is important to ensure compliance with our community bylaws for the benefit of all residents.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Signature, if sending a hard copy]