

[Your Name]  
[Your 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 Breach

I hope this message finds you well.

I am writing to formally notify you of a breach of the bylaws as outlined in [specific bylaw or section]. It has come to our attention that [describe the specific breach, including dates, actions, and any relevant details].

We kindly request that you take immediate action to rectify this situation by [provide instructions or required actions to comply with the bylaws]. Please note that failure to address this matter may result in further action as outlined in our governing documents.

We appreciate your prompt attention to this matter and look forward to your cooperation in resolving this issue. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Organization Name, if applicable]