

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

I hope this letter finds you well. This is to formally notify you that a violation of our association's bylaws has been recorded concerning your property located at [Property Address].

On [Date of Violation], it was observed that [describe the specific violation, e.g., "your property has not maintained the landscaping as required by Section X of our bylaws"].

As per our bylaws, all members are required to [insert relevant bylaw details]. We kindly ask you to rectify this situation by [provide a deadline for compliance, e.g., "within 14 days of this notice"].

Failure to address this violation may result in further action, including [briefly explain potential consequences, e.g., "fines or other penalties as stipulated in our governing documents"].

We appreciate your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require assistance in resolving this issue.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization/Association Name]