

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

[Recipient Name]  
[Recipient Title/Position]  
[Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Explanation Regarding Bylaws Violation

I hope this message finds you well. I am writing to address the notice I received regarding the alleged violation of the bylaws that occurred on [date of violation]. I understand the importance of adhering to the bylaws and take this matter seriously.

Upon reviewing the situation, I would like to provide an explanation of the circumstances that led to the violation. [Briefly explain the circumstances that led to the violation, including any relevant details or context].

I assure you that it was not my intention to disregard the bylaws, and I am committed to ensuring that it does not happen again in the future.

[Mention any corrective actions you plan to take or have already taken, if applicable].

I appreciate your understanding and consideration of my explanation. I am more than willing to discuss this matter further should you need any additional information or clarification.

Thank you for your attention to this matter. I look forward to resolving it amicably.

Sincerely,

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