

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

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

Dear [Recipient Name],

Subject: Bylaws Violation Notification

I hope this message finds you well. This letter serves as a formal notification regarding a violation of the bylaws of [Organization Name] that has been observed in relation to your recent actions relating to [specific incident or action].

According to [specific section] of our bylaws, [brief description of the violated bylaw]. It has come to our attention that on [date], [describe the specific details of the violation]. This action is not in accordance with our established guidelines and standards.

We kindly ask you to [outline any corrective actions or responses required] by [specific date] to rectify this situation. Failure to comply may result in further action as outlined in our bylaws, which may include [potential consequences].

Please feel free to reach out to me directly at [your phone number] or [your email address] should you have any questions or wish to discuss this matter further.

Thank you for your attention to this important issue.

Sincerely,

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