

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title, if applicable]
[Organization/Association Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally report a violation of the bylaws of

[Organization/Association Name] that I believe has occurred.

The specific violation pertains to [describe the specific section of the bylaws violated, e.g., "Section 2.3: Member Conduct"] and relates to [details of the incident, including dates, locations, and involved parties].

I have attached any relevant documentation or evidence to support my claim. I believe it is crucial to address this matter promptly to maintain the integrity of our organization.

I request that this issue be investigated and appropriate action be taken in accordance with the bylaws and established procedures.

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

Sincerely,

[Your Name]

[Your Position, if applicable]