

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

Dear [Recipient Name],

Subject: Notice of Bylaws Violations

I hope this letter finds you well.

I am writing to formally address certain violations of the bylaws as outlined in [specific section or article of the bylaws] of [Organization/Association Name]. It has come to our attention that [brief description of the specific actions or behaviors that constitute the violations].

These actions have raised concerns regarding [explain the impact of these violations on the organization/association]. According to our bylaws, [quote relevant provision regarding compliance or consequences of violations].

To remedy this situation, we request that you [propose specific actions to rectify the violations, including any deadlines for compliance]. Failure to address these issues may result in [outline potential consequences, if applicable].

We value your contributions to [Organization/Association Name] and believe that together we can resolve this matter amicably. Please feel free to reach out to me at [your phone number] or [your email address] to discuss this further.

Thank you for your prompt attention to this serious matter.

Sincerely,

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