

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

[Recipient's Name]
[Recipient's Title/Position]
[Organization/Association Name]
[Organization Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Bylaws Violation Incident

I hope this letter finds you well. I am writing to formally address a concerning incident related to the violation of our organization's bylaws that occurred on [specific date].

The incident in question involves [describe the details of the violation, including who was involved, what the violation was, and when it took place]. This action appears to contradict Article [specific article number] of our bylaws, which states [quote relevant bylaws section].

To ensure the integrity of our organization and adherence to our established guidelines, I recommend that we take the following steps:

1. [Suggested action 1]
2. [Suggested action 2]
3. [Suggested action 3]

It is crucial that we address this matter promptly to prevent any similar occurrences in the future. I appreciate your attention to this issue and look forward to your response.

Thank you for your consideration.

Sincerely,

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