

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notification of Bylaws Rule Infringement

I hope this message finds you well. I am writing to formally notify you of an infringement regarding the bylaws of [Organization/Community Name]. It has come to our attention that [specific details about the infringement, including dates, actions taken, and relevant bylaw sections].

This action is in violation of [specific bylaw reference], which states that [briefly summarize the relevant bylaw]. As a member of [Organization/Community Name], it is imperative that we all adhere to these rules to maintain order and fairness within our community.

We kindly request that you address this matter promptly. Please take the following steps by [specific deadline]:

1. [Step 1]
2. [Step 2]
3. [Step 3]

Failure to rectify this infringement may result in further action in accordance with our bylaws. We appreciate your attention to this matter and look forward to your cooperation.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Organization/Community Name]