

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Warning for Bylaws Violation

We are writing to formally address a violation of the bylaws of [Organization's Name] that has been observed on [specific date]. It has come to our attention that [describe the specific violation, referencing the applicable section of the bylaws].

This action is in direct violation of our bylaws, specifically [cite the relevant section of the bylaws], which states [quote or summarize the relevant rule or policy]. It is imperative that all members adhere to these guidelines to ensure the integrity and effectiveness of our organization.

As a consequence of this violation, we ask that you [outline any corrective actions required, if applicable]. Failure to comply with this request may result in further disciplinary action, which could include [briefly outline potential consequences].

We value your membership and hope to resolve this matter amicably. Should you have any questions or wish to discuss this issue further, please do not hesitate to contact us at [contact information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization's Name]

[Contact Information]

[Organization's Website, if applicable]