

[Your Organization's Letterhead]

[Date]

[Member's Name]

[Member's Address]

[City, State, Zip Code]

Dear [Member's Name],

Subject: Notice of Bylaws Violation

We hope this message finds you well. We are writing to formally notify you of a violation of the organization's bylaws that has been identified in your recent activities.

According to Article [X] of our bylaws, [briefly describe the specific rule or regulation violated]. It has come to our attention that [explain the nature of the violation, including any relevant dates and details].

We take this matter seriously and wish to address it promptly. We request that you provide an explanation regarding this issue by [specific date], so we can better understand your perspective.

Failure to respond or rectify this violation may result in further action as outlined in our bylaws, including [briefly mention potential consequences, if applicable].

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]