

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

Dear [Recipient Name],

Subject: Notice of Bylaws Breach

I hope this letter finds you well.

I am writing to formally address a concern regarding a breach of the bylaws of [Organization/Association Name]. It has come to our attention that [describe the specific breach, including dates, events, or actions]. As outlined in Article [specific article number] of our bylaws, [briefly summarize the relevant bylaws provision]. This breach not only contradicts our established policies but also impacts the integrity of our organization.

We kindly ask that you take immediate action to rectify this situation by [specify actions required to remedy the breach] by [provide a deadline for compliance].

Please understand that it is critical for us to uphold our bylaws to maintain a harmonious and transparent environment for all members. We appreciate your prompt attention to this matter and look forward to your cooperation.

Thank you for addressing this issue urgently.

Sincerely,

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