

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Bylaws Enforcement Action

I hope this message finds you well.

I am writing to formally address a concern regarding your compliance with the bylaws of [Organization/Association Name]. It has come to our attention that [specific violation or issue], which is in direct conflict with Article [X] of our bylaws.

As a [member/participant], it is essential to adhere to our governing documents to maintain the integrity and standards of our organization. We request that you [specific action required to rectify the violation] by [deadline].

Failure to comply with this request may result in further action, including [mention any potential consequences as per your bylaws]. We value your contributions to our community and hope to resolve this matter swiftly.

Please feel free to reach out if you have any questions or need clarification regarding the bylaws or this enforcement action.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Organization/Association Name]