

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

Subject: Notice of Bylaws Violation

I hope this message finds you well. It has come to our attention that a violation of the bylaws of [Your Organization/Association Name] has occurred.

Specifically, [describe the violation, including relevant section of the bylaws and any pertinent details].

This violation not only affects the integrity of our organization but also disrupts the harmony we strive to maintain. We request that you address this matter by [state any required actions, deadlines, or potential consequences].

Failure to rectify this issue may result in further action, including [outline possible consequences].

Please feel free to reach out if you have any questions or need clarification regarding this matter. Thank you for your attention to this urgent issue.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Position]  
[Your Organization/Association Name]