

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Bylaws Violation

We hope this letter finds you well. We are writing to formally notify you of a violation of our organization's bylaws that has been identified concerning [specific issue or action].

According to Article [X] of our bylaws, [quote specific provision related to the violation]. Your recent actions regarding [describe the specific actions, dates, and context of the violation] do not comply with these established guidelines.

We take these matters seriously and believe it is essential to address this issue promptly. We ask that you [specific action you expect from the recipient, e.g., rectify the situation, attend a meeting, etc.] by [deadline, if applicable].

Additionally, we would like to schedule a meeting to discuss this violation and explore possible resolutions. Please contact us at your earliest convenience to arrange a suitable time.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]