

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position, if applicable]  
[Organization/Company Name]  
[Organization/Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Violation of Bylaws

I am writing to formally address a concern regarding a potential violation of the bylaws of [Organization/Company Name].

On [Date of Violation], it was brought to my attention that [describe the specific violation, including details such as who was involved, what occurred, and any relevant sections of the bylaws].

According to [reference specific bylaws if applicable], this action appears to be inconsistent with our established guidelines. It is essential for the integrity of our organization that we uphold these rules.

I kindly request that this matter be reviewed at your earliest convenience, and that appropriate measures be taken to address the issue. Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization Name, if applicable]