

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

Dear [Member's Name],

Subject: Warning Letter for Bylaws Violation

This letter serves as a formal warning regarding a violation of the bylaws of [Organization/Association Name] that occurred on [specific date or timeframe].

Specifically, you have violated the following section(s) of our bylaws:

- [Identify the specific bylaw(s) violated]
- [Include a brief description of the violation]

As per our bylaws, any member found in violation of these rules may face the following consequences:

- [List potential consequences, e.g., fines, suspension, etc.]

We urge you to address this violation promptly to prevent further action.

Please provide a written response to this letter by [response deadline date].

We appreciate your immediate attention to this matter and look forward to your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Organization/Association Name]