

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

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

Dear [Recipient's Name],

Subject: Bylaws Amendment Request

I hope this message finds you well. I am writing to formally request an amendment to the bylaws of [Organization's Name]. The proposed changes aim to [briefly explain the reason for the amendment, e.g., improve organizational efficiency, reflect changes in membership structure, etc.].

The specific amendment I propose is as follows:

[Clearly outline the current bylaw language, followed by the proposed changes. Use numbered points or bullet lists for clarity if necessary.]

1. Current Bylaw: [Current language]

Proposed Change: [Proposed language]

2. Current Bylaw: [Current language]

Proposed Change: [Proposed language]

I believe that these amendments will [explain the benefits or impact of the changes]. I kindly ask that this request be added to the agenda for the next board meeting, so that we can discuss it further and potentially put it to a vote.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]