

[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],

I hope this message finds you well. I am writing to formally request a copy of the bylaws for [Organization's Name]. As a [member/ stakeholder/ interested party], I believe having access to the bylaws will provide valuable insight into the governance and operational procedures of the organization.

If possible, I would appreciate receiving the bylaws by [specific date], but I understand if additional time is needed. Thank you for your attention to this matter.

Sincerely,

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