

****Bylaws Amendment Request Template****

****[Your Name]****

****[Your Position/Title]****

****[Date]****

****[Organization Name]****

****[Organization Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****Subject:**** Request for Bylaws Amendment

****To the [Board of Directors/Committee Name],****

I am writing to formally request an amendment to the bylaws of [Organization Name]. The proposed amendment is as follows:

****Proposed Amendment:****

- ****Current Bylaw Section:**** [Specify the section currently in the bylaws]

- ****Proposed Changes:**** [Detail the changes you wish to make, including additions and deletions]

- ****Rationale for Amendment:**** [Provide a brief explanation of why this amendment is needed and its potential benefits]

****Impact of Proposed Amendment:****

- [Describe how the amendment will affect the organization, its members, and operations]

****Supporting Documents:****

- [List any attached documents or evidence that support your amendment request, if applicable]

****Conclusion:****

Thank you for considering this request for a bylaws amendment. I believe this change will be instrumental in promoting [specific goals or objectives]. I look forward to discussing this proposal at the next meeting.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title]
