

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

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

Dear [Recipient's Name],

Subject: Request for Bylaws

I hope this message finds you well. I am writing to formally request a copy of the bylaws for [Organization Name]. As a member [or interested party], I believe having access to this information is essential for understanding the governance and operational structure of the organization.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]