

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Adjustment to Bylaws

I hope this letter finds you well. I am writing to formally request an adjustment to the existing bylaws of [Organization Name].

[Provide a brief overview of the current bylaws related to the request and the specific section(s) you wish to change. Explain the reason for the proposed adjustment and any supporting arguments or evidence.]

I believe that this amendment will [explain the benefits of the adjustment and how it aligns with the organization's goals or mission].

Thank you for considering this request. I look forward to discussing this matter further and am happy to provide any additional information needed.

Sincerely,

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