

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Association Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a copy of the bylaws for [Organization/Association Name]. As a [member/shareholder/partner/etc.], I believe it is important to be familiar with the governing documents and regulations that guide our organization.

If possible, I would appreciate receiving the bylaws either through email at [Your Email Address] or by postal mail at the address listed above. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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