

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Organization/Company Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a copy of the bylaws of [Organization/Company Name]. As [your role or interest in the organization, e.g., a member, a new board member, etc.], it is important for me to familiarize myself with the governing rules and regulations that guide our operations.

I would greatly appreciate it if you could provide me with the most current version of the bylaws at your earliest convenience. If available, please send them electronically to my email address listed above or via traditional mail to my address provided.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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