

# Corporate Bylaws Amendment Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Confirmation of Amendment to Corporate Bylaws**

Dear [Recipient Name],

This letter serves to confirm the recent amendment to the corporate bylaws of [Company Name], which was approved during the board meeting held on [Date of Meeting]. The specific amendments are as follows:

- [Detail of Amendment 1]
- [Detail of Amendment 2]
- [Detail of Amendment 3]

These amendments are effective as of [Effective Date]. Please feel free to reach out should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]