

Notice of Amendment to Corporate Bylaws

Date: [Insert Date]

To: All Board Members

From: [Your Name]

Subject: Notice of Amendment to Bylaws

Dear Board Members,

This letter serves as formal notification of an amendment to the corporate bylaws of [Company Name]. The proposed amendment is as follows:

[Insert Proposed Amendment Language]

The board will convene a meeting on [Insert Date of Meeting] at [Insert Time] to discuss and vote on the proposed amendment. Your presence and input will be greatly appreciated.

If you have any questions or need further information regarding this amendment, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]