

# Bylaws Amendment Cover Letter

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**Chapter Name/No.**

Date \_\_\_\_\_

To: PHGC Grand Secretary  
Prince Hall Grand Chapter, O.E.S.  
P.O. Box #304  
DuPont, WA 98327

Greetings,

To the Grand Secretary, on behalf of \_\_\_\_\_ Chapter # \_\_\_\_\_,

I extend fraternal greetings and hope this correspondence finds you in the best of health and spirits.

Enclosed you will find the By-Law Amendments. There were a total number of \_\_\_\_\_ members present. The amendments were approved and fully adopted by the Chapter by a (unanimous favorable vote of all \_\_\_\_\_ members) *or* (favorable vote of \_\_\_\_\_ members and opposed by \_\_\_\_\_ members) at a special meeting held \_\_\_\_\_ . All members were duly notified in a timely manner.

It is our prayer that said amendments be reviewed and accepted.

Please direct any inquires on this matter to the undersigned at the chapter address.

Attested by,

Fraternally,

***Secretary Name***  
Secretary

***Worthy Matron Name***  
\_\_\_\_\_

***Worthy Patron Name***  
\_\_\_\_\_

Chapter Address