

[Date]

[Recipient Name/Department]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

**Subject: Certification of Governing Rules for [Name of Association]**

To Whom It May Concern,

I, the undersigned, hereby certify that I am the duly elected and acting [Title, e.g., Secretary or Chairperson] of [**Full Name of Unincorporated Association**], an unincorporated association located in [City, State].

I further certify that the attached document is a true, correct, and complete copy of the [Constitution / Bylaws / Articles of Association] currently in effect for the Association. These rules were formally adopted by the membership on [Date of Adoption] and have not been amended, rescinded, or modified since that date.

These governing rules represent the entire agreement regarding the internal governance and operations of the Association as of the date of this letter.

Certified by:

\_\_\_\_\_  
[Signature]

[Printed Name]  
[Title/Office]  
[Date]

**Witnessed/Attested by (Optional):**

\_\_\_\_\_  
[Signature of Second Officer]  
[Printed Name and Title]