

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Institution's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: [Subject of the Letter]  
[Introductory paragraph - state the purpose of your letter and any relevant background information.]  
[Body - discuss the issue of hyphenation, providing examples, arguments, or data to support your points.]  
[Conclusion - summarize your key points and reiterate the importance of the topic.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Institution, if applicable]