

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Complaint Regarding Hyphenation Issues

I am writing to express my dissatisfaction with the hyphenation issues I have encountered in [specific document/publication/product].

Despite my efforts to [describe any actions taken], I have noticed that the hyphenation is inconsistent and creates confusion for the reader. For instance, [provide specific examples or details].

I believe that addressing these hyphenation concerns is crucial for [explain the importance, e.g., clarity, professionalism]. I hope you can take immediate action to rectify this situation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]