

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of the letter regarding
hyphenation, providing context if necessary.]
[Body paragraph 1: Explain your position or request, including any
relevant examples or references to support your viewpoint on
hyphenation.]
[Body paragraph 2: Provide additional details, clarifications, or
supporting arguments related to the hyphenation topic.]
[Closing paragraph: Summarize your main points and express any desired
outcomes or next steps.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]