

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Guidelines for Hyphenation

We hope this message finds you well. To ensure consistency and clarity in our written communications, we have established the following guidelines for hyphenation that we kindly ask all team members to follow.

1. **\*\*Compound Adjectives\*\***: Use a hyphen when two or more words are used together as a single adjective before a noun.

- Example: a well-known author, a high-speed chase.

2. **\*\*Age or Quantity\*\***: Hyphenate age or quantity when used as an adjective.

- Example: a ten-year-old boy, a five-mile race.

3. **\*\*Prefixes\*\***: Use a hyphen with certain prefixes to avoid confusion or when the base word creates ambiguity.

- Example: re-enter, anti-inflammatory.

4. **\*\*Avoiding Double Vowels\*\***: Use a hyphen to prevent double vowels or a triphthong.

- Example: co-op, pre-eminent.

5. **\*\*Exceptions\*\***: Certain combinations are always written without hyphens (e.g., email, nonessential). Refer to [specific style guide] for further details.

We appreciate your attention to these guidelines and encourage you to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Attach relevant style guide or resources]