

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a hyphenation of my name for [specific purpose or reason, e.g., professional documentation, legal matters, etc.].

My current name is [Your Full Name] and I would like it to be hyphenated as [Desired Hyphenated Name, e.g., "Smith-Jones"].

The reason for this request is [provide a brief explanation of your reason, e.g., marriage, cultural significance, personal preference, etc.].

I would appreciate your assistance with this matter and look forward to your response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]