

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

Dear [Recipient Name],

Subject: Hyphenation Style Guide

I hope this message finds you well. As we work towards standardizing our writing practices, I would like to share our hyphenation style guide for your reference. The following points outline our preferred hyphenation rules:

1. **Compound Modifiers**: Use hyphens for compound adjectives that precede a noun (e.g., high-quality product, well-known author).
2. **Numbers and Fractions**: Hyphenate compound numbers and fractions used as adjectives (e.g., twenty-one, one-third).
3. **Age and Time**: Use hyphens when expressing age or time as an adjective (e.g., a five-year-old child, a three-week-long project).
4. **Prefixes**: Use hyphens with prefixes when they precede proper nouns or to avoid confusion (e.g., anti-inflammatory, pre-existing).
5. **Exceptions**: Certain combinations should remain open or closed despite conventional rules (e.g., email, cooperation).

Please review the attached style guide for a more comprehensive list of examples and exceptions. Your adherence to these guidelines will ensure clarity and consistency in our communications.

Thank you for your cooperation. If you have any questions or need further clarification, feel free to reach out.

Best regards,

[Your Name]  
[Your Title]  
[Your Organization]