

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some thoughts on hyphenation since I know you've been working on your writing. Remember, hyphenation is especially important in compound adjectives and when creating clarity in your sentences.

For instance, when describing a well-known author, don't forget to hyphenate: "a bestselling author." Also, when using numbers, like in "twenty-first century," a hyphen is crucial for clear understanding. Let me know if you have any questions or need more examples! Looking forward to hearing from you soon.

Take care,

[Your Name]