

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

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

Dear [Recipient's Name],

Subject: Hyphenation Standards

I hope this letter finds you well. I am writing to address the current hyphenation standards applied in our legal documents.

[Insert body of the letter, detailing the specific issues, suggestions, and any relevant policies or guidelines regarding hyphenation.]

I appreciate your attention to this matter and look forward to your feedback.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]