

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

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

Dear [Recipient's Name],

Subject: OJ Case Clarification Request

I hope this letter finds you well. I am writing to seek clarification regarding the ongoing OJ case [Case Name/Number], which pertains to [briefly describe the relevant details of the case].

Specifically, I would like to address the following points:

1. [First point of clarification]
2. [Second point of clarification]
3. [Third point of clarification]

It is important for me to fully understand the circumstances and implications surrounding these issues, as they directly affect [mention how it relates to you or your organization].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach me at [your phone number] or [your email address] should you need any further information.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]