

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

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

Dear [Recipient Name],

Subject: Eligibility for OJ Case

I am writing to formally request confirmation of my eligibility to participate in the OJ case regarding [brief description of the case or matter].

I have reviewed the criteria outlined in [reference any relevant regulations, guidelines, or documents] and believe that my situation aligns with the requirements for eligibility.

[Briefly outline your qualifications or reasons for eligibility, including relevant dates, documents, or circumstances].

I kindly request your assistance in providing an eligibility letter at your earliest convenience. This letter will greatly assist me in proceeding with the necessary steps related to the case.

Thank you for your attention to this matter. Please feel free to contact me should you require any additional information or documentation.

Sincerely,

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