

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

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, ZIP Code]

Subject: OJ Case Notification

Dear [Recipient Name],

I am writing to inform you about the initiation of a case concerning [brief description of the case or issue, e.g., "an alleged violation of ..."] or "an ongoing investigation regarding ..."].

Case Details:

- **Case Number:** [Case Number]
- **Date of Incident:** [Date]
- **Location:** [Location]
- **Parties Involved:** [List of parties involved]

We kindly request your cooperation in addressing this matter. Please review the details and respond by [response deadline, if applicable].

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title]
[Your Organization]