

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about  
[specific information or request related to YJJ].

[Provide a brief background or context for your inquiry, if necessary.]

I would appreciate any information you could provide regarding [specific  
details you are seeking].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]