

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

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

Dear [Recipient's Name],

Subject: Request for JBL Speaker Repair

I hope this letter finds you well. I am writing to request assistance with the repair of my JBL speaker (model number: [insert model number]), which I purchased on [insert purchase date] from [insert store or website].

Unfortunately, the speaker has been experiencing [briefly describe the issue, e.g., "reduced sound quality" or "not powering on"], and I believe it may require professional attention.

I have attached a copy of the purchase receipt and any relevant warranty information for your reference.

Please let me know the next steps in the repair process, including shipping instructions or any forms that need to be completed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]