

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

Customer Service

JBL

[Company Address]
[City, State, ZIP Code]

Dear JBL Customer Service,

I am writing to express my concern regarding a shipping issue related to my recent order of a JBL speaker (Order Number: [#Order Number]).

On [Order Date], I placed an order for [specific JBL speaker model], and I was informed that it would be shipped by [expected shipping date]. However, as of today, I have not received any shipping confirmation or updates regarding the status of my order.

I kindly request your assistance in tracking my order and providing me with any pertinent information regarding its estimated delivery date.

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

Sincerely,

[Your Name]