

[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 Team,

I hope this message finds you well. I am writing to express my concerns regarding my JBL [Model Name] speaker, which I purchased on [Purchase Date] from [Retailer/Website].

Since my purchase, I have encountered [describe the issue you are experiencing, e.g., sound problems, connectivity issues, physical damage, etc.]. This issue has been persistent, and despite my efforts to [mention any troubleshooting steps you've taken, if applicable], the problem remains unresolved.

I have always appreciated the quality and performance of JBL products, which is why I am reaching out for assistance. I would like to request [a replacement, repair, warranty service, etc.], and any guidance you could provide on how to proceed would be greatly appreciated.

Attached are copies of my purchase receipt and any relevant documentation regarding the issue.

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

Sincerely,

[Your Name]

[Optional: Order Number]