

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

Customer Service Team
JBL

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

Dear JBL Customer Service Team,

Subject: Request for Troubleshooting Assistance for JBL Speaker

I hope this message finds you well. I am writing to seek assistance with my JBL speaker, model [Model Number], which I purchased on [Purchase Date]. Unfortunately, I have been experiencing some issues with it.

[Briefly describe the issue you are facing, e.g., "The speaker does not turn on," "There is no sound," "Bluetooth connectivity issues," etc.]

I have already tried the following troubleshooting steps:

1. [Step 1 - e.g., "Charged the speaker for several hours"]
2. [Step 2 - e.g., "Reset the device as per the instructions provided in the manual"]
3. [Step 3 - e.g., "Tried connecting with different devices"]

Despite these efforts, the issue persists. I would appreciate any further troubleshooting steps you could recommend or guidance on how to resolve this matter.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]