

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request accessories for my JBL speaker model [Model Number]. I am particularly interested in [list specific accessories needed, e.g., charging cables, protective cases, etc.].

I appreciate any assistance you can provide regarding the availability and ordering process for these items.

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

Sincerely,
[Your Name]