

[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,

Subject: Request for Speaker Replacement

I hope this message finds you well. I am writing to formally request a replacement for my JBL speaker, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name].

Unfortunately, the speaker has been experiencing [brief description of the issue, e.g., sound distortion, connectivity problems, etc.], and despite following troubleshooting steps outlined in the manual and on your website, the problem persists.

The speaker is still under warranty, and I have attached a copy of the original receipt as proof of purchase. I kindly ask that you initiate the replacement process at your earliest convenience.

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

Sincerely,
[Your Name]