

[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 hope this message finds you well. I am writing to inquire about [specific model of JBL speaker] that I am interested in purchasing. I would like to know more about [specific questions or concerns, e.g., product specifications, warranty information, availability, etc.]. Additionally, I would appreciate any information regarding [any other inquiries, e.g., special offers, compatibility with devices, etc.]. Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]