

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

Customer Support Team
JBL

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

Dear Customer Support Team,

Subject: Support Request for JBL Speaker [Model Name/Number]

I hope this message finds you well. I am writing to seek assistance regarding my JBL speaker, which I purchased on [Purchase Date] from [Retailer Name]. The model number is [Model Number].

Unfortunately, I have been experiencing issues with [describe the issue briefly, e.g., the sound quality, connectivity problems, etc.]. I have attempted troubleshooting steps such as [briefly list any troubleshooting steps you have taken], but the issue persists.

I would appreciate your guidance on how to resolve this matter. Please let me know if you require further information or if there are specific steps I should follow.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]