

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding the JBL headphones I purchased on [purchase date], order number [order number].

I wanted to check if there have been any updates regarding [specific issue or question you had]. As a loyal JBL customer, I appreciate your commitment to customer service and would like to resolve this matter at your earliest convenience.

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

Sincerely,  
[Your Name]