

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

Customer Service Department
JBL

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

Dear JBL Customer Service,

Subject: Inquiry Regarding JBL Headphones

I hope this letter finds you well. I am writing to inquire about
[specific information or issue regarding JBL headphones].

I purchased my JBL headphones on [purchase date] from [store/website] and
they have [describe issue or request]. I would greatly appreciate any
assistance you can provide regarding this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]