

[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 the JBL headphones [specific model, if applicable] that I recently purchased on [purchase date] from [store/website name]. I would like to obtain more information regarding [specific inquiry--e.g., warranty, troubleshooting, specifications, accessories, etc.].

Additionally, I would appreciate any guidance you can provide about [mention any specific concern or question]. Your assistance would be greatly appreciated as I aim to ensure the best experience with your product.

Thank you for your attention to my inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]