

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

Customer Service

JBL

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

Subject: Notification Regarding JBL Headphones

Dear JBL Customer Service Team,

I hope this message finds you well. I am writing to formally notify you regarding an issue with my JBL headphones, model [Model Number], which I purchased on [Purchase Date] from [Retailer Name].

Unfortunately, I have been experiencing [describe the issue briefly, e.g., "sound distortion in the left ear cup" or "charging problems"]. I have followed the troubleshooting steps provided in your user manual, but the problem persists.

I believe this issue may be covered under warranty, and I would like to initiate the process for a replacement or repair. Please let me know the necessary steps to proceed.

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)]

[Order Number or Additional Reference Information]