

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

[Recipient Name]

JX Peterbilt

[Company Address]

[City, State, Zip Code]

Subject: Accident Report - [Accident Date]

Dear [Recipient Name],

I am writing to formally report an accident involving a JX Peterbilt vehicle that occurred on [Accident Date] at [Location].

Details of the Accident:

- Vehicle involved: [Make, Model, Year]
- Vehicle Identification Number (VIN): [VIN]
- Date and Time of the Accident: [Date, Time]
- Weather Conditions: [Clear, Rainy, etc.]
- Description of the Accident: [Brief description of what happened]
- Injuries Sustained: [List any injuries, if applicable]
- Damage to Vehicle: [Describe damages to your vehicle and other vehicles involved]

Attached to this letter are copies of relevant documents, including:

- A copy of the accident report filed with local authorities
- Photos of the damage
- Any applicable insurance documentation

Please let me know if you require any additional information or further documentation. I appreciate your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]