

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

Human Resources Department
JX Peterbilt
[Company Address]
[City, State, Zip Code]

Dear Human Resources Team,
Subject: Employee Inquiry

I hope this message finds you well. I am writing to inquire about
[specific inquiry or concern, e.g., benefits, job openings, company
policies].

[Provide a brief explanation or context for your inquiry.]

I would appreciate any information or guidance you could provide
regarding this matter. Thank you for your attention to my request, and I
look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title or Department, if applicable]
[Employee ID, if applicable]