

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

Subject: Maintenance Documentation for JX Peterbilt

Dear [Recipient Name],

I hope this message finds you well.

This letter serves as formal documentation of the maintenance activities performed on our JX Peterbilt vehicles. Below are the details of the maintenance conducted:

****Vehicle Information:****

- Model: [Model Name]
- VIN: [Vehicle Identification Number]
- Odometer Reading: [Current Odometer Reading]

****Maintenance Activities Performed:****

1. [Description of Maintenance Activity 1]
2. [Description of Maintenance Activity 2]
3. [Description of Maintenance Activity 3]

****Date of Service:**** [Service Date]

****Service Provider:**** [Service Provider Name]

Please find attached all relevant invoices, service records, and inspection reports for your review.

If you require any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]