

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

JX Peterbilt

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

Dear [Recipient's Name/Parts Department],

Subject: Parts Order Request

I hope this letter finds you well. I would like to place an order for the following parts:

1. Part Number: [Insert Part Number]  
Description: [Insert Part Description]  
Quantity: [Insert Quantity]
2. Part Number: [Insert Part Number]  
Description: [Insert Part Description]  
Quantity: [Insert Quantity]
3. Part Number: [Insert Part Number]  
Description: [Insert Part Description]  
Quantity: [Insert Quantity]

Please let me know the availability of these parts and the total cost, including shipping. My preferred payment method is [Insert Payment Method].

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]