

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

[Recipient Name]
[Recipient Title]

JX Peterbilt

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

Dear [Recipient Name],

Subject: Safety Compliance

I hope this letter finds you well.

I am writing to discuss the safety compliance measures that we have implemented at [Your Company] in accordance with JX Peterbilt's standards. Our commitment to maintaining a safe working environment is a top priority, and we appreciate your partnership in achieving these goals.

[Briefly outline specific safety compliance measures and any relevant details here.]

We look forward to continuing our collaboration to ensure the highest safety standards are maintained. Please feel free to reach out if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company]