

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

JX Peterbilt

[Service Center Address]
[City, State, Zip Code]

Subject: Service Request

Dear JX Peterbilt Service Team,

I hope this message finds you well. I am writing to request service for my vehicle, details as follows:

- **Vehicle Model:** [Model Name/Number]
- **VIN:** [Vehicle Identification Number]
- **Mileage:** [Current Mileage]
- **Description of Service Needed:** [Brief description of the issue or service required]

Please let me know the available dates for scheduling this service and if there are any specific preparations I should make prior to bringing in the vehicle.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]