

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

[Recipient Name]
JX Peterbilt
[Dealership Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the trade-in evaluation of my vehicle. Below are the details of my truck:

- **Make and Model:** [Vehicle Make and Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **Mileage:** [Current Mileage]
- **Condition:** [Brief description of the truck's condition]

I am interested in receiving an evaluation for a potential trade-in. Please let me know if you require any additional information or if I should schedule an appointment for a more detailed assessment.

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

Sincerely,
[Your Name]