

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

Customer Service Department
JX Peterbilt

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

Dear JX Peterbilt Customer Service,

Subject: Complaint Resolution - [Brief Description of Issue]

I am writing to formally address a concern I have encountered regarding
[specific issue or product/service] on [date].

[Provide detailed description of the issue, including any relevant facts,
figures, and personal experiences. Mention any previous communications or
actions taken in relation to this issue.]

I believe this matter requires attention because [explain the impact of
the issue and why it is important to resolve].

I kindly request [state what resolution you are seeking, such as a
refund, repair, replacement, etc.].

Thank you for your attention to this matter. I hope to hear from you soon
regarding a resolution.

Sincerely,

[Your Name]
[Your Job Title or Position, if applicable]
[Your Company Name, if applicable]