

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: JX Peterbilt Inspection Report

We are pleased to provide you with the inspection report for the JX Peterbilt vehicles serviced on [inspection date]. Below are the details of the findings:

****Vehicle Information****

- Model: [Model Name]

- VIN: [Vehicle Identification Number]

- License Plate: [License Plate Number]

****Inspection Details****

- Inspection Date: [Date of Inspection]

- Inspector Name: [Inspector Name]

- Inspection Location: [Location of Inspection]

****Overall Condition****

- [Brief summary of the overall condition of the vehicle]

****Findings****

1. [Item 1 - Description of issue and recommendation]

2. [Item 2 - Description of issue and recommendation]

3. [Item 3 - Description of issue and recommendation]

****Recommendations****

- [Further actions needed, if any]

- [Suggested service intervals or maintenance]

Please review the attached report for detailed information and specifications. Should you have any questions or require further assistance, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for choosing JX Peterbilt for your inspection needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]