

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

JX Peterbilt

[Dealership Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Parts Order Request

I hope this message finds you well. I am writing to place an order for parts for my [Vehicle Model/Type] with VIN [Vehicle Identification Number]. Below is a list of the parts I wish to order:

1. [Part Name/Description] - [Part Number] - [Quantity]
2. [Part Name/Description] - [Part Number] - [Quantity]
3. [Part Name/Description] - [Part Number] - [Quantity]

Please confirm the availability of these parts and provide me with a quote for the total cost, including shipping and any applicable taxes. If there are any substitutes or recommended alternatives for any of the listed parts, please feel free to suggest them.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]