

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to request repair services for my JX Peterbilt vehicle
[Model/Year, if applicable], which has been experiencing [brief
description of the issue].

Details of the vehicle:

- VIN: [Vehicle Identification Number]
- Mileage: [Current Mileage]
- Last Service Date: [Date of Last Service]

I would appreciate it if you could provide an estimate for the necessary
repairs and any available appointment times. Please let me know if you
require any additional information or documentation to facilitate this
request.

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

Sincerely,

[Your Name]
[Your Position, if applicable]