

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

JX Peterbilt

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Safety Notice

We hope this message finds you well.

We are writing to inform you of an important safety notice regarding [specific issue or recall details]. It is our priority to ensure the safety and well-being of all our valued customers and employees.

Please review the following details carefully:

1. ****Description of the Issue:****

[Briefly describe the problem, including relevant model numbers or identification details.]

2. ****Potential Risks:****

[Outline any potential risks associated with the issue.]

3. ****Recommended Actions:****

[Provide detailed instructions on what the recipient should do next, including any timelines or deadlines.]

4. ****Contact Information:****

For any questions or further assistance, please do not hesitate to contact us at [phone number] or [email address].

Thank you for your attention to this important matter. We appreciate your prompt action in ensuring safety and compliance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]