

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

JX Peterbilt

[Service Center Address]
[City, State, Zip Code]

Dear JX Peterbilt Service Team,

Subject: Service Request for [Vehicle Make/Model/Year] - [VIN]

I hope this message finds you well. I am writing to request service for my [vehicle make, model, year, and VIN] due to [brief description of the issue or service needed].

Please let me know your availability for scheduling an appointment. I would appreciate any information regarding the estimated costs and the expected turnaround time for the service.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]