

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

[Dealer's Name]
[Dealership's Name]
[Dealership's Address]
[City, State, Zip Code]

Dear [Dealer's Name],

I hope this message finds you well. I am writing to inquire about a trade-in offer for my current vehicle, a [Year, Make, Model, VIN] that I own, as I am considering upgrading to a new model from JX Peterbilt. The details of my vehicle are as follows:

- Year: [Insert Year]
- Make: [Insert Make]
- Model: [Insert Model]
- VIN: [Insert VIN]
- Mileage: [Insert Mileage]
- Condition: [Brief description of the condition (e.g., excellent, good, fair)]

I would appreciate it if you could provide me with a trade-in value estimate based on the above information. Additionally, I would be interested in exploring the potential new models available at JX Peterbilt and any current promotions or financing options.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]