

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

Customer Service Department
JX Peterbilt

[Company Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Insert Model/Vehicle Identification Number]

Dear JX Peterbilt Customer Service,

I hope this letter finds you well. I am writing to formally submit a warranty claim for my [Insert Model/Vehicle Identification Number], which was purchased on [Insert Purchase Date].

Unfortunately, I have encountered an issue with [describe the specific problem]. This problem has led to [explain any impact this has had on the operation or use of the vehicle].

The vehicle is still under warranty as outlined in the terms and conditions provided at the time of purchase. Attached to this letter, you will find copies of the relevant documents including the original purchase receipt, warranty agreement, and any service records documenting the issue.

I kindly request your assistance in resolving this matter as soon as possible. Please inform me of the next steps I need to take for the warranty claim process. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]