

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

Customer Service
BMW North America
300 Chestnut Ridge Road
Woodcliff Lake, NJ 07677

Dear BMW Customer Service,

Subject: [Brief Description of Inquiry/Concern]

I hope this letter finds you well. I am writing to express my concern regarding [specific issue or experience related to your BMW vehicle or service].

[Detail your issue or experience, including any relevant information such as vehicle model, purchase date, and service history. Be concise and clear about the problem and your expectations.]

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your commitment to customer satisfaction.

Sincerely,
[Your Name]