

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

BMW Customer Service

[BMW Dealership/Manufacturer Address]
[City, State, Zip Code]

Dear BMW Customer Service,

Subject: Request for Assistance Regarding [Specific Issue]

I hope this letter finds you well. I am writing to express my concern regarding my BMW [Model and Year] with VIN [Vehicle Identification Number].

[Description of the issue, including any relevant details or incidents.]

I kindly request your assistance in resolving this matter. I have always appreciated the quality and performance of BMW vehicles, and I hope that this concern can be addressed promptly.

Thank you for your attention to this issue. I look forward to your timely response.

Sincerely,

[Your Name]

[Your BMW Owner Number (if applicable)]