

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Manager's Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Service Manager's Name],
I am writing to confirm my service appointment for my Volkswagen vehicle.
Below are the details regarding the appointment:

****Vehicle Information:****

- Model: [Your VW Model]
- Year: [Your VW Year]
- VIN: [Your Vehicle Identification Number]

****Appointment Details:****

- Date: [Appointment Date]
- Time: [Appointment Time]

I would like to address the following issues during my appointment:

1. [Issue 1]
2. [Issue 2]
3. [Any additional requests]

Please let me know if you need any further information prior to my visit.

Thank you for your assistance, and I look forward to seeing you on

[Appointment Date].

Sincerely,

[Your Name]

[Your Contact Information]