

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

[Service Department Name]
[Volkswagen Dealership Name]
[Dealership Address]
[City, State, ZIP Code]

Dear [Service Manager's Name],

Subject: Service Request for Volkswagen Vehicle

I hope this letter finds you well. I am writing to formally request service for my Volkswagen vehicle, details of which are as follows:

- **Model:** [Vehicle Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **Mileage:** [Current Mileage]

I have been experiencing the following issues:

- [Briefly describe the issue, e.g., "Engine warning light on" or "Unusual noises when driving"].
- [Add any additional issues or symptoms].

I would appreciate it if you could schedule an appointment to have my vehicle inspected and serviced at your earliest convenience. Please let me know the available dates and times.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]