

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

Volkswagen Customer Service  
[Dealership/Service Center Name]  
[Dealership Address]  
[City, State, ZIP Code]

Dear Volkswagen Service Team,

Subject: Service Request for Vehicle [Model and Year]

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

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

I am experiencing the following issues:

- [Brief description of the issue 1]
- [Brief description of the issue 2]
- [Any warning lights displayed on the dashboard]

- \*\*Preferred Service Date:\*\* [Your preferred date and time for service]

I would appreciate it if you could confirm my appointment and let me know if you require any further information. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]