

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

[Service Center Name]
[Service Center Address]
[City, State, Zip Code]

Subject: Service Request for Volkswagen Vehicle

Dear [Service Manager's Name],

I am writing to formally request service for my Volkswagen vehicle,
[Model & Year], with VIN [VIN Number]. I would like to address the
following issues:

1. [Issue 1]
2. [Issue 2]
3. [Additional Comments]

Please let me know a suitable date and time for the service appointment.

I appreciate your assistance in this matter.

Thank you for your attention.

Sincerely,
[Your Name]