

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

Volkswagen Customer Service
[Address of VW Customer Service]
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Model, Year, and VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my [Vehicle Model, Year] with VIN [Vehicle Identification Number].

[Briefly describe the issue you are experiencing with the vehicle, including when it started and any previous attempts to resolve it.]

I believe this issue is covered under the warranty as it [explain why you believe it's a warranty issue, citing specific warranty terms if applicable].

Enclosed with this letter are copies of the following documents:

- Proof of purchase
- Service records
- Photos of the issue (if applicable)

I kindly request your assistance in processing this claim and would appreciate any guidance on the next steps. Please contact me at your earliest convenience to discuss this matter further.

Thank you for your attention to this request.

Sincerely,

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