

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

Volkswagen Customer Care

[Volkswagen Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Your Vehicle Model and Year]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim for my [Your Vehicle Model and Year], VIN: [Your VIN Number], which I purchased on [Purchase Date] from [Dealership Name].

I have encountered the following issue(s) with my vehicle: [Describe the issue(s) in detail]. Despite taking good care of the vehicle, the problem persists, and I believe it is covered under the warranty.

I have attached copies of the necessary documents, including [list any documentation, such as the warranty, service records, and receipts].

I kindly request your attention to this matter and would appreciate your guidance on the next steps required to resolve the issue.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]