

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Dealer's Name]
[Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Dealer's Name],

Subject: VW Warranty Claim for Vehicle [VIN or Model]

I am writing to formally submit a warranty claim regarding my Volkswagen [model] with Vehicle Identification Number (VIN): [insert VIN]. The vehicle was purchased on [purchase date] and is currently experiencing [brief description of the issue].

As the issue falls within the warranty coverage, I would like to request a thorough inspection and any necessary repairs at your earliest convenience. Please let me know the next steps in the process and any documentation you may require from my side.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]