

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

Volkswagen Customer Service  
[Dealer or Manufacturer's Address]  
[City, State, Zip Code]

Subject: Warranty Claim for VW Vehicle

Dear Volkswagen Customer Service,

I hope this letter finds you well. I am writing to formally submit a warranty claim for my Volkswagen vehicle.

**\*\*Vehicle Details:\*\***

- Model: [Model Name]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Mileage: [Current Mileage]

**\*\*Description of the Issue:\*\***

[Provide a detailed description of the problem you are experiencing with the vehicle. Include any symptoms, how long the issue has persisted, and any attempts made to resolve it.]

**\*\*Service History:\*\***

[Include details of any previous service or repairs related to this issue, including dates and service provider information.]

**\*\*Attached Documents:\*\***

- Copy of the vehicle's warranty documentation
- Copy of the purchase invoice
- Photos of the issue (if applicable)
- Any relevant service/repair records

I believe that this issue falls within the warranty coverage, and I kindly request your assistance in addressing this matter.

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

Sincerely,

[Your Name]