

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

Volkswagen Customer Service

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

Subject: Warranty Claim for [Vehicle Model and Year]

Dear Volkswagen Customer Service,

I am writing to submit a warranty claim for my [Vehicle Model], which is covered under the Volkswagen warranty program. The vehicle details are as follows:

****VIN:**** [Your Vehicle Identification Number]

****Odometer Reading:**** [Current Mileage]

****Purchase Date:**** [Date of Purchase]

****Dealer Name:**** [Dealership Name]

I have encountered the following issue with my vehicle: [Describe the issue in detail, including symptoms, when it occurred, and any previous attempts to resolve it].

I believe this issue falls within the terms of the warranty, and I would appreciate your guidance on the next steps to take. I have attached the required documentation, including a copy of my purchase agreement and any relevant service records.

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

Sincerely,

[Your Name]