

[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 [Your Vehicle Model and VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my Volkswagen [Vehicle Model], VIN [Your VIN], which is currently experiencing [describe the issue briefly]. The vehicle is still under warranty, and I would like to request assistance in the resolution of this matter.

Details of the issue:

- Description of the issue: [Provide a detailed description of the problem]
- Date of occurrence: [Date when you first noticed the issue]
- Service history: [Briefly mention any relevant service history, including previous repairs if applicable]

I have attached copies of my warranty documents, service records, and any other relevant information for your review. I kindly request guidance on the next steps in the warranty process and any forms or information you may require.

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)]