

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

Volkswagen Customer Service

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

Dear Volkswagen Customer Service,

Subject: Warranty Service Claim for [Vehicle Model/Year] - VIN: [Your Vehicle Identification Number]

I am writing to formally submit a warranty service claim regarding my Volkswagen [model/year] that I purchased on [purchase date]. The VIN of my vehicle is [VIN number].

I have experienced [describe the issue clearly and concisely, including symptoms and duration]. I believe this issue falls under the warranty coverage as outlined in the terms provided during my purchase.

I have attached copies of relevant documents, including the original warranty agreement, service records, and any repair estimates. Please let me know if you need any additional information or documentation.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]

Enclosures:

1. Warranty Agreement
2. Service Records
3. Repair Estimates