

[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] - VIN [Vehicle Identification Number]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my [Vehicle Model], VIN [Vehicle Identification Number], purchased on [Purchase Date]. The vehicle is currently experiencing [describe the issue briefly, e.g., "unexplained engine noise" or "malfunctioning transmission"], which I believe is covered under the terms of the warranty.

Details of the vehicle:

- Model: [Vehicle Model]
- Year: [Year]
- Mileage: [Current Mileage]
- Purchase Date: [Purchase Date]
- Dealer Name: [Dealer Name]

Description of the issue:

On [Date of Incident], I noticed [describe the issue in detail, including symptoms, noises, or warning lights]. This problem has persisted despite my efforts to [mention any troubleshooting steps taken, if applicable].

I have attached copies of the following documents for your reference:

- Original warranty agreement
- Purchase invoice
- Maintenance records
- Any relevant photographs or additional documentation

I kindly request that you review my claim and provide instructions on the next steps. I am hopeful for a prompt resolution to this matter.

Thank you for your attention to this issue. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]