

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

Volkswagen Customer Care

[Dealer/Service Center Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Make/Model & VIN]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim for my [Year, Make, Model] with VIN [Vehicle Identification Number]. The vehicle is currently experiencing [brief description of the issue] which is covered under the warranty terms.

Details of the vehicle:

- Model: [Model]
- Year: [Year]
- VIN: [VIN]
- Mileage: [Current Mileage]

Description of the issue:

[Provide a detailed account of the problem, including when it started, any attempts to resolve it, etc.]

I have attached copies of [List any documents you are including, such as service records, warranty information, etc.] for your reference.

I kindly request that you investigate this issue and facilitate the necessary repairs or replacements as covered under the warranty agreement.

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]