

[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 Damaged Vehicle (VIN: [Your Vehicle's VIN])

Dear Volkswagen Customer Service,

I am writing to formally file a warranty claim for my Volkswagen vehicle, which has sustained damage that I believe is covered under the terms of the warranty.

Vehicle Information:

- Model: [Your Vehicle Model]
- Year: [Year of Vehicle]
- VIN: [Your Vehicle's VIN]
- Mileage: [Current Mileage]

Description of Damage:

[Briefly describe the damage to the vehicle, including what led to the damage and any service history that may be relevant].

Date of Incident: [Date the damage occurred]

Service History: [Any previous service records related to this issue, if applicable]

I have attached copies of all relevant documents, including my warranty information, service records, and photographs of the damage.

I kindly request that you review this claim and provide me with instructions on the next steps. My expectation is that necessary repairs will be made under the warranty terms.

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)]