

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

Volkswagen of America, Inc.

[Address of the Warranty Claims Department]  
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Year, Make, Model, VIN]

Dear Volkswagen Warranty Claims Department,

I hope this letter finds you well. I am writing to formally submit a warranty claim for my [Vehicle Year, Make, Model] with the Vehicle Identification Number (VIN) [VIN Number].

The issue I am experiencing is [describe the problem clearly and concisely, including any relevant details]. This problem occurred on [date], and I have attached copies of all relevant documents, including my original purchase receipt, warranty information, and any repair invoices.

According to the warranty terms, I believe this issue falls under the covered components, and I kindly request that you process my claim promptly.

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

Sincerely,  
[Your Name]