

[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 Issues - [Your Vehicle's VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my Volkswagen vehicle, a [Model, Year], with the VIN [Your Vehicle's VIN], which I purchased on [Purchase Date].

Recently, I have encountered the following issues with my vehicle:

1. [Describe Issue #1]
2. [Describe Issue #2]
3. [Describe Issue #3]

These problems began on [Date Issues Started] and have impacted my vehicle's performance and safety. As my vehicle is still under warranty, I kindly request that these issues be addressed as soon as possible.

I have attached copies of relevant documents, including my purchase receipt and previous service records for your reference.

Please let me know the next steps to take regarding this claim. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]