

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

Volkswagen Customer Care

[Manufacturer's Address]
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Model and Year]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim for my [Vehicle Model and Year], VIN: [Your VIN number], which I purchased on [Purchase Date] from [Dealership Name].

The issue I have encountered is [describe the problem in detail, including any symptoms, noises, or warning lights]. This issue first occurred on [date of first occurrence] and has since [explain any attempts to remedy the situation, such as repairs made, mechanic visits, etc.].

As my vehicle is still under warranty, I kindly request that you cover the necessary repairs or replacements as outlined in the warranty policy. I have attached copies of all relevant documentation, including the purchase agreement, warranty information, and service records.

Thank you for your prompt attention to this matter. I look forward to your response and hope for a swift resolution.

Sincerely,

[Your Name]

[Attachment: Copies of relevant documents]