

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

Volkswagen of America, Inc.

[Address of the Volkswagen Dealership or Customer Service]
[City, State, Zip Code]

Subject: Warranty Claim for Parts Replacement

Dear Volkswagen Customer Service,

I am writing to submit a warranty claim for the replacement of parts on my Volkswagen vehicle (VIN: [Your Vehicle VIN]). The vehicle was purchased on [Purchase Date] and is still under warranty as per the terms outlined in the owner's manual.

The issue pertains to [describe the specific problem and the parts that need replacement, e.g., "the brake pads, which began to exhibit significant wear at [mileage] miles."]. I first noticed the problem on [mention the date you noticed the issue].

I have attached all relevant documentation, including:

1. A copy of the original purchase invoice.
2. Service records detailing maintenance history.
3. Photographs illustrating the issue (if applicable).

I kindly request that you process this warranty claim and arrange for the necessary parts replacement at your earliest convenience. Please let me know if any further information is required to expedite this process.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]