

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

Volkswagen Customer Service

[Volkswagen Dealer Name]
[Dealer Address]
[City, State, ZIP Code]

Subject: Warranty Claim for Repairs - [Vehicle VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my Volkswagen vehicle, [Model and Year], with VIN [Vehicle Identification Number]. The vehicle has recently experienced [describe the issue briefly, e.g., "significant engine problems," or "electrical malfunctions"], which I believe falls under the manufacturer's warranty coverage. The issue first arose on [Date of First Incident] and has since worsened, making the vehicle [describe current condition, e.g., "unsafe to drive" or "non-operational"].

I have attached copies of the service records, warranty documentation, and any relevant correspondence regarding this matter.

I kindly request that you review my claim and authorize the necessary repairs at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]