

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

Volkswagen Customer Care

[Dealer or Warranty Claim Department Address]
[City, State, Zip Code]

Subject: Warranty Claim Submission - [Vehicle Model and VIN]

Dear Volkswagen Customer Care,

I hope this message finds you well. I am writing to formally submit a warranty claim for my [Vehicle Model, Year], VIN: [Your VIN]. The issue I am experiencing is [describe the issue briefly, e.g., engine malfunction, transmission problem, etc.], which I believe is covered under the vehicle warranty.

Details of the incident:

- Date of Purchase: [Purchase Date]
- Mileage at the time of issue: [Mileage]
- Description of the problem: [Provide a brief description of the symptoms or issues you are facing]
- Previous maintenance or repairs: [If applicable, provide any relevant maintenance history]

I have attached copies of documents, including the warranty agreement, purchase receipt, and any relevant service records, to support my claim. I kindly request your prompt assistance in this matter and look forward to your response.

Thank you for your attention to this warranty claim.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your VW Reference Number]