

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

[Insurance Company Name]  
[Claims Department Address]  
[City, State, Zip Code]

Subject: VW Insurance Claim Filing - Policy #[Your Policy Number]

Dear Claims Department,

I am writing to formally file a claim under my auto insurance policy #[Your Policy Number] for my Volkswagen vehicle due to [brief description of the incident, e.g., an accident, theft, etc.]. The incident occurred on [date of incident] at [location of incident].

Enclosed are the necessary documents, including the incident report, photographs, and a copy of my policy.

Please let me know if you require any additional information to process my claim.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]