

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

[Insurance Company Name]
[Claims Department Address]
[City, State, ZIP]

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

Dear [Claims Adjuster's Name],

I am writing to formally submit a claim for my Volkswagen vehicle insured under policy number [Your Policy Number]. The incident occurred on [Date of Incident] and involved [brief description of the incident, e.g., an accident, theft, etc.].

Details of the incident:

- Vehicle Information: [Year, Make, Model, VIN]
- Date and Time of Incident: [Date and Time]
- Location: [Where the incident occurred]
- Description: [Briefly describe what happened]

I have attached the following documents to support my claim:

1. A copy of the police report (if applicable)
2. Photographs of the vehicle damage
3. Estimates for repairs from authorized VW dealers
4. Any relevant correspondence

I look forward to your prompt response to this claim. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]