

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

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

Dear Claims Adjuster,

RE: Insurance Claim # [Your Claim Number]

I am writing to formally submit a claim regarding the incident that occurred on [Date of Incident] involving my Volkswagen [Model] with the VIN [VIN Number].

On the day of the incident, [briefly describe what happened, including any other parties involved and the extent of damage]. I have attached all relevant documentation, including the police report, photographs of the damage, and any repair estimates.

I kindly request your assistance in processing this claim and look forward to your prompt response. Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]