

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

[Service Center Name]
[Service Center Address]
[City, State, Zip Code]

Dear [Service Manager's Name],

Subject: Service Appointment Confirmation

I am writing to confirm my upcoming service appointment for my Volkswagen vehicle. Below are the details of the appointment:

****Appointment Date:**** [Date]

****Appointment Time:**** [Time]

****Vehicle Model:**** [Model]

****VIN:**** [Vehicle Identification Number]

Please let me know if there are any documents or items I should bring with me, or if there are any changes to the appointment.

Thank you for your assistance. I look forward to my visit.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]