

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

Volkswagen Customer Care

[Address of Volkswagen Customer Service]  
[City, State, ZIP Code]

Subject: Dispute Resolution Request - [Your Vehicle VIN/Model Year]

Dear Volkswagen Customer Care,

I hope this letter finds you well. I am writing to formally address a dispute regarding the service I received on my [Model/Year of Vehicle] with VIN [Your VIN].

On [Date of Service], I brought my vehicle to [Service Center Name] for [describe the service performed]. Unfortunately, I have encountered issues that I believe have not been adequately resolved, including [briefly describe the issues experienced].

Despite my previous attempts to resolve this matter through [mention any previous communications, phone calls, or visits], I have not received a satisfactory response. I am seeking assistance in resolving this dispute, and I would appreciate your prompt attention to this matter.

I have attached copies of relevant documentation, including [include any invoices, receipts, or correspondence related to the service dispute].

Thank you for your time and consideration. I look forward to your prompt response so we can resolve this matter swiftly.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]