

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

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

Dear [Customer Name],

Subject: Service Estimate for Your Volkswagen Vehicle

Thank you for choosing [Your Dealership/Service Center Name] for your Volkswagen service needs. We have completed our initial assessment of your vehicle, and we are pleased to provide you with an estimate for the required maintenance and repairs.

**\*\*Vehicle Information:\*\***

- Make: Volkswagen
- Model: [Model Name]
- Year: [Year]
- VIN: [Vehicle Identification Number]

**\*\*Service Requested:\*\***

- [Description of Service/Repair]

**\*\*Estimated Costs:\*\***

- Labor: \$[Amount]
- Parts: \$[Amount]
- Additional Fees (if applicable): \$[Amount]
- **\*\*Total Estimate: \$[Total Amount]\*\***

**\*\*Estimated Time for Completion:\*\*** [Timeframe]

Please review the estimate and let us know if you have any questions or require further clarification. Our team is here to assist you and ensure your Volkswagen receives top-quality service.

If you would like to proceed with the services outlined above, please contact us at your earliest convenience to schedule an appointment.

Thank you for trusting us with your vehicle's care.

Sincerely,

[Your Name]  
[Your Position]  
[Your Dealership/Service Center Name]  
[Contact Information]