

[Your Dealership Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: VW Service Parts Replacement Notification

We hope this message finds you well.

We are reaching out to inform you that your Volkswagen vehicle, with VIN [Vehicle Identification Number], may be affected by a service parts replacement initiative.

After careful evaluation, it has come to our attention that certain components may require replacement to ensure optimal performance and safety. We encourage you to bring your vehicle to our dealership for a complimentary inspection and necessary service.

Please contact us at [Dealership Phone Number] or [Dealership Email Address] to schedule an appointment at your earliest convenience.

Thank you for being a valued member of the Volkswagen family.

Sincerely,

[Your Name]

[Your Position]

[Dealership Name]

[Dealership Address]

[City, State, Zip Code]

[Dealership Phone Number]