

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Update to VW Service Policy

We hope this letter finds you well. We are writing to inform you of an important update to our Volkswagen Service Policy that will become effective on [Effective Date].

As part of our commitment to providing the best service to our customers, we have made some enhancements to our service policy that we believe will greatly benefit you. The key changes are as follows:

1. **[Brief Description of the Change 1]**
2. **[Brief Description of the Change 2]**
3. **[Brief Description of the Change 3]**

These updates are designed to improve your experience and ensure that your VW vehicle continues to perform at its best. We encourage you to review the full service policy details available on our website at [Website URL] or feel free to contact us at [Phone Number] for any questions you may have.

Thank you for being a valued part of the VW family. We appreciate your continued support and look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]