

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

Customer Service

Volkswagen [Dealership/Service Center Name]

[Dealership Address]

[City, State, Zip Code]

Dear Volkswagen Service Team,

Subject: Subscription Renewal for VW Service Plan

I hope this message finds you well. I am writing to request the renewal of my Volkswagen service subscription, which is set to expire on [expiration date].

Please find my vehicle details below for your reference:

- Vehicle Model: [Model Name]
- VIN: [Vehicle Identification Number]
- Current Subscription Plan: [Type of Plan]

I would like to continue receiving the benefits of the service plan, including [list any specific services or benefits you wish to maintain]. Please let me know if you require any further information to process my renewal or if there are any changes to the terms of the plan.

Thank you for your assistance. I look forward to your prompt response confirming my subscription renewal.

Sincerely,

[Your Name]

[Your Signature (if sending by mail)]