

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

[Recipient Name]
[Recipient Title]
[Volkswagen Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Volkswagen Service Warranty Acknowledgment

I am writing to formally acknowledge receipt of the service warranty associated with my Volkswagen vehicle, [Model and Year], VIN: [Vehicle Identification Number].

I understand that the warranty covers the following:

- [List specific components covered]
- [Include terms and conditions if applicable]

I appreciate the clarity of the warranty terms, and I am aware of my responsibilities as the vehicle owner, including maintaining regular service intervals and addressing any issues in a timely manner.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]