

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

Volkswagen Customer Service

[Volkswagen Address]
[City, State, Zip Code]

Dear Volkswagen Customer Service,

Subject: Warranty Claim for [Vehicle Model and Year] - VIN [Vehicle Identification Number]

I am writing to formally address an issue regarding the warranty of my [Vehicle Model], which I purchased on [Purchase Date] and currently has [Mileage] miles on it.

Recently, I encountered [brief description of the issue], which I believe should be covered under the warranty. I have attached relevant documents, including a copy of the warranty, service records, and any correspondence related to this matter.

I kindly request your assistance in resolving this issue and hope to initiate a warranty claim at your earliest convenience. Thank you for your attention to this matter.

Sincerely,
[Your Name]