

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Dealership/Company Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for VW Warranty Adjustment

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request a warranty adjustment for my Volkswagen vehicle, [Model and Year], with VIN [Vehicle Identification Number].

The vehicle has been experiencing [describe the issue briefly], which I believe falls under the warranty coverage. I have attached copies of my warranty documents and service records for your reference.

I kindly ask for your assistance in evaluating my situation and processing this adjustment at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]