

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

Volkswagen Customer Service

[Dealership Address or Volkswagen Customer Service Address]  
[City, State, ZIP Code]

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

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my [Vehicle Model and Year] with VIN [Vehicle Identification Number]. I purchased this vehicle on [Purchase Date] from [Dealership Name], and it is currently under warranty.

Recently, I experienced [describe the issue briefly, e.g., "a malfunction with the engine" or "problems with the electrical system"]. I have attached copies of relevant documents, including my warranty agreement, service records, and any diagnostic reports.

I kindly request that you review my claim and advise on the next steps for addressing this issue under the terms of the warranty. Please feel free to contact me at [your phone number or email address] if you need any further information.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]