

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Service Department]
[Volkswagen Dealership Name]
[Dealership Address]
[City, State, Zip Code]

Dear VW Service Team,

Subject: Warranty Service Request for [Vehicle Year, Make, Model, VIN]

I hope this letter finds you well. I am writing to request warranty service for my [vehicle year, make, model] with VIN [insert VIN]. I have noticed [briefly describe the issue or concern], which I believe falls under the coverage of the VW warranty.

I purchased the vehicle on [purchase date] and it is still within the warranty period. I have attached copies of my warranty information and any pertinent service records for your reference.

Please let me know the next steps in scheduling an appointment for the necessary repairs. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Enclosures: Warranty Information, Service Records]