

****VW Vehicle Warranty Request Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

Volkswagen of America, Inc.

[Address of VW Customer Service]

[City, State, Zip Code]

Subject: Warranty Request for VW Vehicle

Dear Customer Service,

I am writing to formally request warranty service for my Volkswagen vehicle. Below are the details regarding my vehicle and the issue I am experiencing:

- ****Vehicle Model:**** [Model]
- ****VIN:**** [Vehicle Identification Number]
- ****Year:**** [Year]
- ****Mileage:**** [Current Mileage]
- ****Date of Purchase:**** [Purchase Date]
- ****Dealership Name:**** [Name of Dealership]

****Description of the Issue:****

[Briefly describe the issue you are experiencing with your vehicle.]

I believe this issue is covered under the warranty terms and conditions.

Attached are copies of my purchase documents, warranty information, and any relevant service records.

I kindly request that you review this case and inform me of the next steps to proceed with the warranty claim. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

****Attachments:****

1. Copy of Purchase Documents
2. Copy of Warranty Information
3. Relevant Service Records
