

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

Volkswagen Customer Care

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

Subject: Warranty Claim for Vehicle

Dear Volkswagen Customer Care,

I hope this letter finds you well. I am writing to formally submit a warranty claim for my Volkswagen vehicle, details of which are as follows:

- \*\*Vehicle Model:\*\* [Model Name]
- \*\*VIN:\*\* [Vehicle Identification Number]
- \*\*Purchase Date:\*\* [Purchase Date]
- \*\*Current Mileage:\*\* [Current Mileage]

On [Date of Incident], I experienced [describe the issue with the vehicle]. I believe this issue falls under the warranty coverage as it relates to [explain why it qualifies under warranty].

I have attached copies of relevant documents, including my warranty information, service records, and any additional documentation that supports my claim.

I would appreciate your prompt attention to this matter, and I look forward to your response regarding the next steps in processing my warranty claim.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: Warranty documents, Service records, etc.]