

[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 Repairs on [Vehicle Model and Year]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim regarding my [Vehicle Model], VIN: [VIN Number], which I purchased on [Purchase Date] from [Dealership Name]. The vehicle has been experiencing [describe the issue briefly], and I believe it falls under the coverage of the manufacturer's warranty.

Details of the issue:

- Date of issue onset: [Issue Start Date]
- Description of repairs needed: [Describe the specific repairs needed]
- Previous service history: [Mention any relevant service records or repairs done related to this issue]

I have attached copies of all relevant documents, including my warranty policy, service records, and any diagnostic reports provided by the dealership/service center.

I kindly ask for your prompt attention to this matter and would appreciate your guidance on the next steps to proceed with the warranty claim process.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]