

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

Volkswagen Customer Service

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

Subject: Warranty Claim for [Vehicle Model, Year, VIN]

Dear Volkswagen Customer Service,

I am writing to initiate a warranty claim for my [Vehicle Model] (VIN: [Your VIN]), purchased on [Purchase Date] from [Dealership Name].

I have experienced the following issue(s) with my vehicle:

- [Description of the first issue]
- [Description of the second issue, if applicable]
- [Description of any additional issues, if applicable]

I believe these issues are covered under the warranty, as they occurred within the warranty period and are a result of manufacturing defects.

I have attached copies of relevant documents, including:

- The original warranty agreement
- Proof of purchase
- Any service records related to the issue

Please let me know how to proceed with this claim. I look forward to your prompt response and resolution of this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Vehicle Model and Year]