

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

Dear [Recipient Name],

Subject: Request for Warranty Extension for Volkswagen Vehicle

I hope this letter finds you well. I am writing to formally request a warranty extension for my Volkswagen vehicle, [Model and Year], with VIN [Vehicle Identification Number].

As I have taken great care of my vehicle and provided regular maintenance as per the manufacturer's guidelines, I believe extending the warranty would provide additional peace of mind.

My vehicle currently has [Number of Miles/Current Condition], and I would appreciate your assistance in reviewing my request. Please let me know the necessary steps or criteria required to process this extension.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]