

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

Volkswagen Customer Service
[Dealership/Service Center Name]
[Address]
[City, State, Zip Code]

Subject: Warranty Claim for Parts Replacement

Dear Volkswagen Customer Service,

I hope this message finds you well. I am writing to initiate a warranty claim regarding my Volkswagen vehicle, [Model and Year], VIN [Your VIN]. On [Date of Issue], I encountered [describe the issue briefly, e.g., "a malfunction with the [specific part]" or "unexpected wear and tear"]. This issue has resulted in [mention the impact, e.g., "the vehicle being unsafe to drive" or "reduced performance"].

As my vehicle is still under warranty, I would like to request a replacement of the faulty part. The details of the part are as follows:

- Part Name: [Part Name]
- Part Number: [Part Number]
- Date of Purchase: [Date of Purchase]
- Mileage at Time of Issue: [Mileage]

I have attached copies of all relevant documents, including my warranty agreement and proof of purchase.

Please advise on the next steps for processing this claim. I appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]