

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

Volkswagen Customer Care

[Address of VW Customer Care]  
[City, State, Zip Code]

Subject: Warranty Claim for Electrical Issues - [Your Vehicle's VIN]

Dear Volkswagen Customer Care,

I hope this letter finds you well. I am writing to formally submit a warranty claim for my Volkswagen [Model and Year], VIN [Your Vehicle's VIN], which I purchased on [Purchase Date] from [Dealership Name]. The vehicle is still within the warranty period, covering up to [Warranty Expiration Date or Mileage Limit].

I have been experiencing ongoing electrical issues with my vehicle, specifically [describe the specific electrical issues, e.g., problems with the dashboard lights, infotainment system malfunctions, power window failures, etc.]. These issues have disrupted my daily use of the vehicle and have caused me considerable concern regarding its reliability and safety.

I have attempted to resolve these problems by [list any steps taken, such as bringing the vehicle to a dealership, prior repairs, diagnostic tests, etc.]. Despite these efforts, the issues persist, indicating a need for further investigation and repair under the warranty.

Attached to this letter are copies of relevant documents, including:

1. A copy of the original sales contract.
2. Service records detailing my previous visits for these electrical concerns.
3. Any diagnostic reports provided by the dealership.
4. Photographs (if applicable) showing the issues encountered.

I kindly request that you process this warranty claim at your earliest convenience. I am hopeful for a prompt resolution, as I rely heavily on my vehicle for daily transportation.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need further information or clarification regarding my claim.

Sincerely,

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