

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

[Date]
[Service Department/Claims Department]
[Dealership/Volkswagen Address]
[City, State, ZIP Code]

Subject: VW Warranty Claim for Repairs

Dear [Service Manager's Name or Claims Department],
I hope this letter finds you well. I am writing to formally submit a warranty claim for my Volkswagen vehicle, [Year, Model, VIN], which I purchased on [Purchase Date] from [Dealership Name].

Recently, I have experienced the following issue(s) with my vehicle:
[Briefly describe the issue(s) in detail, including any symptoms and how long it has been occurring].

I believe that this issue is covered under the manufacturer's warranty, as my vehicle is still within the warranty period and has been maintained according to the manufacturer's specifications.

Please find enclosed the following documents to support my claim:

1. A copy of the original purchase agreement
2. Maintenance records
3. Any relevant diagnostic reports
4. Any other relevant documentation/supporting materials

I kindly request that my vehicle be inspected and the necessary repairs be covered under the warranty. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

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