

[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 and Year] - VIN: [VIN Number]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim regarding my [Vehicle Model and Year], VIN: [VIN Number]. I purchased the vehicle on [Purchase Date] and it is under warranty until [Warranty Expiration Date].

Recently, I have experienced [describe the issue in detail, including when it began and any steps taken to resolve it]. This issue has not only affected the performance of my vehicle but also raises concerns regarding its safety and reliability.

I have attached relevant documents, including [list any attached documents, such as service records, repair estimates, etc.], to support my claim.

I kindly request that you review my case and let me know how we can proceed to resolve this matter under the terms of my warranty.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]