

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*Volkswagen Customer Care\*\*  
\*\*[VW Address or Email]\*\*  
Subject: Warranty Claim for [Your Vehicle Model and Year]  
Dear Volkswagen Customer Care,  
I am writing to formally submit a warranty claim for my [Vehicle Model],  
VIN: [Vehicle Identification Number], which I purchased on [Purchase  
Date] from [Dealership Name] in [Dealership Location].  
\*\*Step 1: Include Vehicle Details\*\*  
- Model: [Model Name]  
- Year: [Year]  
- VIN: [VIN Number]  
- Mileage: [Current Mileage]  
\*\*Step 2: Describe the Issue\*\*  
There is a problem with my vehicle that I believe is covered under  
warranty. [Describe the issue clearly and concisely, including how and  
when it occurs.]  
\*\*Step 3: Include Service History\*\*  
I have attached relevant service records and documentation, including  
[list any attached documents, such as repair history or previous  
communications with the service department].  
\*\*Step 4: State Request for Resolution\*\*  
I kindly request that this issue is addressed under the terms of my  
warranty. [Specify what kind of resolution you are seeking, such as a  
repair, replacement, or refund.]  
\*\*Step 5: Provide Contact Details\*\*  
Please feel free to contact me at [Your Phone Number] or [Your Email  
Address] for any further information or clarification you may require.  
Thank you for your prompt attention to this matter. I look forward to  
your timely response.  
Sincerely,  
[Your Name]  
[Signature (if sending a hard copy)]  
\*\*Attachments:\*\*  
1. Copy of Warranty  
2. Service Records  
3. Relevant Correspondence  
4. [Any other supporting documents]