

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

Volkswagen Customer Care

[Company Address]
[City, State, Zip Code]

Subject: Warranty Claim for Vehicle Issues - [Vehicle VIN]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim for my Volkswagen
[Model] with VIN [Vehicle VIN], purchased on [Purchase Date] from
[Dealership Name].

Details of the issue:

- Description of the problem: [Briefly describe the issue you are experiencing with the vehicle]
- Date the issue began: [Date when the issue started]
- Attempts to resolve: [List any previous attempts to repair, including service appointments and their outcomes]

I have attached copies of relevant documents, including my warranty details, service records, and photographs of the issues for your review. I kindly request your assistance in processing this warranty claim and recommend a suitable service center to address the issues.

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

Sincerely,

[Your Name]
[Signature (if sending a hard copy)]
[Attachment List (if applicable)]