

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

Volkswagen Customer Care

[Volkswagen Address]  
[City, State, ZIP Code]

Subject: Warranty Claim for [Vehicle Model/Year and 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], VIN [VIN Number], which I purchased on [Purchase Date] from [Dealership Name].

Recently, I have encountered the following issue(s) with my vehicle:

1. [Describe Issue 1]
2. [Describe Issue 2]
3. [Describe Issue 3]

Despite following the recommended maintenance schedule, the above issues have persisted, impacting the vehicle's performance and my driving experience.

I have attached copies of all relevant documents, including my warranty policy, service records, and any repair estimates from authorized Volkswagen service centers.

According to the terms of my warranty, I believe that these issues are covered and I kindly request prompt assistance in processing my claim. Please let me know if you require any additional information.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]