

[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 [VIN Number]

Dear Volkswagen Customer Service,

I am writing to file a warranty claim for my Volkswagen vehicle, details of which are as follows:

**\*\*Vehicle Information:\*\***

- Model: [Vehicle Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Mileage: [Current Mileage]

**\*\*Description of the Issue:\*\***

[Provide a detailed description of the issue with the vehicle, including when it started, any symptoms, and previous attempts to address the problem.]

**\*\*Service History:\*\***

[List any service history relevant to the claim, including dates and services performed.]

I have attached copies of relevant documents, including my vehicle registration, purchase agreement, and service records.

I appreciate your attention to this matter and look forward to your prompt response. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]

**\*\*Attachments:\*\***

1. Vehicle Registration
2. Purchase Agreement
3. Service Records