

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

Volkswagen Customer Care

[Address of VW Customer Care]
[City, State, Zip Code]

Subject: Warranty Claim for Specific Damages - [Vehicle Model and VIN]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim regarding my Volkswagen [Model] with VIN [Vehicle Identification Number]. I have experienced the following specific damages that I believe are covered under the vehicle warranty:

1. [Specify the damage - e.g., "Leaking transmission fluid"]
2. [Specify the damage - e.g., "Electrical issues with the infotainment system"]
3. [Specify the damage - e.g., "Wear on brake pads that occurred prematurely"]

These issues have been documented and verified by [Name of Authorized VW Dealer/Service Center], where the vehicle was inspected on [Date of Inspection]. I have attached copies of the service records and any relevant documentation to support my claim.

As per Volkswagen's warranty policy, I am requesting the necessary repairs to be completed at no cost to me, as these damages have occurred under the warranty period.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of my warranty claim.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]