

[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] - VIN: [VIN Number]

Dear Volkswagen Customer Care,

I am writing to formally submit a warranty claim for my [Vehicle Model/Year] with VIN: [VIN Number]. The issue I am experiencing is [brief description of the issue].

Details of the issue:

- Description: [Provide detailed description of the problem]
- Date of Occurrence: [When the issue first occurred]
- Repairs Attempted: [List any repairs or inspections done]

Based on the warranty terms provided at the time of purchase, I believe this issue is covered under the warranty. I have attached a copy of my purchase agreement and any relevant documentation, including service records and receipts.

Please let me know the next steps in the claims process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]