

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

Volkswagen Warranty Department

[Volkswagen Dealer Name]  
[Dealer Address]  
[City, State, Zip Code]

Subject: Warranty Claim for [Vehicle Make, Model, Year, VIN]

Dear Volkswagen Warranty Department,

I am writing to formally submit a warranty claim for my Volkswagen [Make, Model, Year] with VIN [Vehicle Identification Number].

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

[Provide a detailed description of the issue you are experiencing, including any symptoms, when the problem started, and any previous communication or service related to this issue.]

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

[Include any relevant service history, including dates and nature of any repairs or inspections conducted.]

**\*\*Attached Documentation:\*\***

- Copy of the original purchase invoice
- Copy of service records
- Photographs or other evidence of the issue (if applicable)
- [Any additional documents that support your claim]

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]