

[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 [Make, Model, Year] - [VIN]

Dear Volkswagen Customer Service,

I am writing to formally file a warranty claim regarding my Volkswagen [Make, Model, Year], with the Vehicle Identification Number (VIN): [VIN]. I purchased the vehicle on [Purchase Date] from [Dealership Name], and it is still under warranty as per the terms provided at the time of purchase.

The issue I am experiencing is as follows:

[Clearly describe the issue, including any symptoms, dates of occurrence, and any repair attempts made.]

I have attached all relevant documentation, including my warranty policy, proof of purchase, and any repair records.

I kindly request that you process my claim and provide guidance on the next steps to take in addressing this matter. I appreciate your prompt attention to this issue and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]