

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

Volkswagen Customer Service

[Dealership Address or VW Corporate Address]  
[City, State, Zip Code]

Subject: Warranty Claim for Engine Troubles - [Vehicle VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim regarding ongoing engine issues with my Volkswagen, which I purchased on [Purchase Date] from [Dealership Name]. My vehicle's VIN is [Vehicle VIN], and it is currently under warranty.

Description of Issue:

[Briefly describe the engine troubles you are experiencing, including any symptoms or warning lights observed, and date of occurrence.]

Attempts to Resolve:

[Detail any steps you have taken to address the issue, including services performed at a dealership or authorized service center, and any communication you have had with customer service.]

Request for Resolution:

I kindly request that my warranty be honored in order to address and resolve the ongoing engine issues. I would appreciate instructions on the next steps and an appointment to have my vehicle inspected and repaired. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]