

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

Subject: VW Warranty Claim for [Vehicle Make and Model] - VIN [Your Vehicle Identification Number]

Dear [Service Manager's Name],

I am writing to formally submit a warranty claim for my Volkswagen [Model] with VIN [Your VIN]. The vehicle is experiencing [briefly describe the issue, e.g., engine performance problems, electrical faults, etc.], which I believe is covered under the warranty terms provided by Volkswagen.

Details of the vehicle:

- Model: [Model]
- Year: [Year]
- VIN: [Your VIN]
- Mileage: [Current Mileage]

The issue began on [date you first noticed the problem], and I have attempted to resolve it by [mention any steps you've taken, e.g., visiting the dealership, replacing parts, etc.]. Despite these efforts, the problem persists.

I kindly request that you assess my vehicle and initiate the warranty claim process as per VW's warranty policy. Enclosed are copies of relevant documents, including my warranty certificate, service records, and any previous service receipts.

Thank you for your attention to this matter. I look forward to your prompt response so we can resolve this issue quickly.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]