

[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 Model] - VIN [Your VIN]

Dear Volkswagen Customer Service,

I am writing to formally submit a warranty claim for my [Vehicle Model], VIN [Your VIN], which I purchased on [Purchase Date] from [Dealer Name].

I am experiencing the following issue(s):

[List the specific issues with the vehicle, including details and symptoms.]

This problem first occurred on [Date of First Occurrence] and has since [Describe any subsequent occurrences or attempts to fix the issue]. I have attached all relevant documentation, including my warranty information, maintenance records, and any previous correspondence regarding this issue.

I kindly request your assistance in resolving this matter as soon as possible. Please let me know if you require any additional information or documentation to process my claim.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]