Customer Letter Example

Volkswagen of America, Inc.



July 2005

Subject: Safety Recall UU

1999-2000 Model Year Volkswagen Golf and GTI Vehicles Equipped with a Gasoline Engine Inspect Fuel Supply Module for Leaks and Install a Connector on Fuel Line; Replace Fuel Supply

Module if Necessary

Dear Volkswagen Owner:

This notice is sent to you in accordance with the requirements of the National Traffic and Motor Vehicle Safety Act.

Volkswagen has decided that a defect, which relates to motor vehicle safety, exists in some 1999-2000 model year Volkswagen Golf and GTI vehicles equipped with a gasoline engine. Our records show that you are the owner of one of these vehicles.

What is The Problem?

Volkswagen has determined that tension may exist on the fuel supply line on some affected vehicles equipped with a gasoline engine and a double-layer fuel tank. This may cause the fuel pump supply nipple to develop a crack, which could result in a leak. Leaking fuel, in the presence of an ignition source, may cause a fire.

What Will Volkswagen Do?

In order to identify and correct this defect, we will inspect the fuel supply module for leaks and install a connector on the fuel line. If the fuel supply module nipple is cracked, the fuel supply module will be replaced.

What We Would Like You To Do

Please contact your authorized Volkswagen dealer and arrange for an appointment so that this work can be performed on your vehicle without delay. This service will take about one hour; however, your dealer may need additional time for the preparation of the repair as well as to accommodate the daily workshop schedule. This work will, of course, be free of charge.

Precautions You Should Take

Your vehicle can be driven until the inspection/repair is conducted. If you can smell fuel in your vehicle, proceed immediately to the nearest authorized Volkswagen dealer or qualified workshop if you believe that it is safe to do so in order to have the fuel system on your vehicle inspected.

Lease Vehicles

If you are the lessor and registered owner of the vehicle identified in this action, the law requires you to forward this information immediately via first-class mail to the lessee within ten (10) days of receipt of this notification.

Have You Changed Your Address Or Sold The Vehicle?

If you have, please fill out the enclosed prepaid Owner Reply card and mail it to us so we can update our records.

Reimbursement of Expenses

If you have previously paid to have the fuel supply module replaced because of a cracked fuel supply module nipple, the enclosed form explains how to request reimbursement. We would be pleased to review your reimbursement request.

Service Help from Us

If your authorized Volkswagen dealer fails or is unable to complete this work free of charge within a reasonable time, please call or write to:

Volkswagen of America, Inc.

Attn: Customer CARE Center – Hills East (UU)

3499 West Hamlin Road

Rochester Hills, MI 48309

1-800-893-5298

If you still cannot obtain satisfaction, you may file a complaint with: Administrator, National Highway Traffic Safety Administration, 400 Seventh Street, SW., Washington, DC 20590; or call the toll-free Vehicle Safety Hotline at 1-888-3274236 (TTY: 1-800-424-9153); or go to http://www.safercar.gov.

We regret any inconvenience this matter may cause. Thank you for driving a Volkswagen!

Sincerely,

Maria Cotter Product Compliance