Customer Letter Example



Volkswagen of America, Inc. 3800 Hamlin Road Auburn Hills, MI 48326 Tel. 1 800 893 5298

December 2005

Subject: Safety Recall M5

2006 Model Year Volkswagen Passat (B6)
Replace Left and Right Tie Rod Securing Nuts

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 2006 model year Volkswagen Passat (B6) vehicles. Our records show that you are the owner of one of these vehicles.

What Is The Problem?

Volkswagen has decided that on some affected vehicles built during a limited production period, the left and/or right tie rod securing nut may be insufficiently torqued. In rare cases, an insufficiently torqued tie rod nut may loosen, resulting in separation of a tie rod. This can cause a loss of steering control, and could cause a crash without prior warning.

What Will Volkswagen Do?

In order to correct this defect, we will install new left and right tie rod securing nuts at the proper torgue specification on your vehicle.

What We Would Like You To Do

Please contact your authorized Volkswagen dealer and arrange for an appointment without delay. This service will take about one-half hour and will be free of charge.

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 for replacement of a tie rod due to an insufficiently torqued nut, 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 (M5)

3499 West Hamlin Road

Rochester Hills, MI 48309

1-800-893-5298

If you still cannot obtain satisfaction, you may file a complaint with: The Administrator, National Highway Traffic Safety Administration, 400 Seventh Street, SW., Washington, DC 20590; or call the toll-free Vehicle Safety Hotline at 1-888-327-4236 (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 Volkswagen Product Compliance