

VOLKSWAGEN GROUP AUSTRALIA
MEMBERSHIP CONFIRMATION LETTER TEMPLATE

Please use the following wording on the Organisation's letterhead and provide it to the selling Volkswagen Dealership PRIOR to delivery of the vehicle.

(INSERT DATE)

(INSERT DEALERSHIP NAME)

(INSERT DEALERSHIP ADDRESS)

Dear Sir/Madam,

RE: Eligibility of Purchase – Volkswagen Corporate Program

The (INSERT ASSOCIATION NAME) is a registered corporate client of Volkswagen Group Australia and this letter is to confirm the person nominated below is a current member of the Association.

Member name: (INSERT MEMBER NAME)

Member ID: (INSERT MEMBER NUMBER)

Join Date: (INSERT MEMBERSHIP START DATE)

Expiry Date: (INSERT MEMBERSHIP EXPIRY DATE)

Membership Address: (INSERT MEMBER ADDRESS)

The vehicle will be registered in the members name and I hereby confirm all the information provided above is true and correct.

Yours faithfully,

(SIGNATURE OF AUTHORISED OFFICER OF THE ORGANISATION)

(INSERT AUTHORISED OFFICERS NAME)

(INSERT AUTHORISED OFFICERS JOB TITLE)

(INSERT PHONE NUMBER)