

SERVE YOU MOTOR PTE LTD
BLOCK 5033 ANG MO KIO INDUSTRIAL PARK 2
#01-265 SINGAPORE 569536
TEL. NO: 64815652 FAX: 64831654
E-MAIL: elainesyms@gmail.com

Your ref no.: SHC 2862 E (D24010659MFCT/CTPL/TPD-2/JT)

Our ref no: GBF 7845 C

Date: 12/12/2024

M/s: LKK AUTO CONSULTANTS
CC: MS FIRST CAPITAL INSURANCE LIMITED

Dear Sir/ Madam,

ACCIDENT INVOLVING VEHICLE NO. SHC 2862 E AND GBF 7845 C AT/ALONG/TOWARDS LAVENDER ROAD SLIP ROAD TO KALLANG ROAD ON 03/12/2024.

We have been authorized by the registered owner of the above vehicle **GBF 7845 C** (the owner) which was involved in the above-mentioned accident.

We understand that the vehicle **SHC 2862 E** was insured by you at the time of the said accident.

We have been informed by the owner that the accident was caused by the negligence of your insured's driver. As a result of the accident, the owner's vehicle was damaged and has been put to loss as follows:

(a)	Cost of repairs, As agreed (Invoice no: 7394)	S\$1,300.00
(b)	Excess claim (Section II)	-
(c)	Loss of Use (2 Days X S\$100/day)	S\$200.00
(d)	LTA search	-
(d)	Surveyor fee (LKK Auto Consultants)	-
(e)	Third Party Report Fee	-
TOTAL		S\$1,500.00

We enclose here with copies of the relevant supporting documents in support of the owner's vehicle damage claim as follows:

(1) Certificate of Insurance/Log Card		(4) Police/SAS Reports/ Results	
(2) Surveyor's reports		(5) Repair bill/Letter of Authority	X
(3) Rental Invoices		(6) GIA/LTA search invoices	

*Place X to mark

Kindly let us hear from you within the **next 14 days** from the date hereof, failing which the owner shall proceed to hand over the matter to his solicitors to recover his losses. In this event, you shall be liable for the unnecessary legal costs incurred.

Yours faithfully,



Elaine Chia
SERVE YOU MOTOR PTE LTD