

## Vic (LKKAUTO)

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**From:** Vic (LKKAUTO)  
**Sent:** Monday, 23 December, 2019 10:36 AM  
**To:** eileen.pang@allink.com.sg  
**Cc:** Admin A; Vic (LKKAUTO)  
**Subject:** Your Ref: YQ267L - ACCIDENT INVOLVING VEHICLES YQ 267L AND SHC 5545B ON 10/07/2019  
**Attachments:** LETTER.pdf; LETTER OF EMPLOYMENT AND AUTHORIZATION SAMPLE.docx

Dear Ms Eileen,

We refer to the subject matter and to our telephone conversation earlier.

As spoken, we would like to request for a **copy of the Authorization Letter and copy of the driver's driving licence** as requested by our principal for our further handling on this matter.

We attached a sample draft of the letter and our previous letter sent out to the policy holder for your reference.

Thank you.

*"Best Wishes for Merry Christmas & Happy New Year 2020"*

Best Regards,

**Vic Alpeh** | Case Handler

**LKK Auto Consultants Pte Ltd**

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