

## Shirley Hiew (LKK Auto)

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**From:** Shirley Hiew (LKK Auto)  
**Sent:** Thursday, 29 October 2020 10:34 am  
**To:** kuanhwa@singnet.com.sg  
**Cc:** SUR  
**Subject:** XE 3905J      OD (TMI) DOA - 30/09/2020

Dear Adeline,

As instructed by our client, please proceed to repair the insured vehicle **XE 3905J** (Excess \$ 4,500/-).

If there are any check items or supplementary items please inform our office's Assignment Team at Tel: 6741 8434 to arrange our surveyor for inspection.

All supplementary items and unconfirm items are subjected to further approval from insurance company before completion of the repair.

\*Our client reserve their rights not to pay if there is no valid approval obtained before repair.

**Kindly provide us the supplier invoice to clarify the parts prices.**

Thank you.

Best Regards,

Shirley Hiew | Case Handler

**LKK Auto Consultants Pte Ltd**

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Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

**Note: We are on work from home arrangement. All correspondence should be made via email. Submission of claim related documents will be in softcopy. Any inconvenience caused is much regretted.**