



WTS Engineering Pte Ltd

YOUR REF : SHB4098L
OUR REF : **JW/1220/51**

4 December 2020

First Capital Insurance Limited
36 Robinson Road
#16-01 City House
Singapore 068877

By Fax: 6507 3849

Dear Sir

We are instructed by **Woodlands Transport Service Pte Ltd** to notify you of a road traffic accident on **03/12/2020** around **14:30 hrs** at **AYE** involving our client's/customer's vehicle registration number XD8406E and vehicle registration number SHB4098L driven by you at the material time. A copy of the Singapore accident statement /traffic police report filed is enclosed.

As a result of the accident, our client's /customer's vehicle has been damaged. Before our client/we proceed to repair the damaged vehicle, please let us know within 2 working days of your receipt of this notice whether you or your insurer would like to conduct a pre-repair survey of the vehicle. If we do not receive any reply from you within the stipulated timeline, our client/we shall proceed to repair the vehicle without further reference to you.

Please send your surveyor to our premises at **No. 8 Gul Circle, Singapore 629564**.

Please contact **Mr Chan Tel 6559 8984/ 92994122** for an appointment to view the vehicle.

For your immediate attention and action, please.

Thank you.

Yours faithfully,

Kenji Lee
Claims Department

Direct Line : (65) 6559 8954
Facsimile : (65) 6898 2394
Email : kenjilee@woodlandstransport.com.sg

WTS Engineering Pte Ltd

8, Gul Circle, Singapore 629564 Tel: 6 559 8988 Fax: 6 898 2394

[URL:www.woodlandstransport.com.sg](http://www.woodlandstransport.com.sg)

Company Registration Number : 200505706E

