

**SERVE YOU MOTOR SERVICE PTE LTD**  
**BLOCK 5033 ANG MO KIO INDUSTRIAL PARK 2**  
**#01-265 SINGAPORE 569536**  
**TEL. NO: 64815652 FAX: 64831654**  
**REG. NO. 201839874D**  
**E-MAIL: elainesyms@gmail.com**

Your ref no.: YM 8349 C

Our ref no: SLX 9986 C

Date: 24/02/2022

M/s: AXA INSURANCE PTE LTD

Dear Sir/ Madam,

**ACCIDENT INVOLVING VEHICLE NOS. SLX 9986 C AND YM 8349 C AT/ALONG LOYANG AVENUE  
TOWARDS TPE DIRECTION ON 28/12/2021.**

We have been authorized by the registered owner of the above vehicle **SLX 9986 C** (the owner) which was involved in the above-mentioned accident.

We understand that the vehicle **YM 8349 C** 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 per agreed, Invoice no: 7049)	S\$4,400.00
(b)	Towing Fee	
(c)	LOSS OF USE (07 DAYS X \$100.00 per day)	S\$700.00
(d)	LTA search	\$7.49
(e)	Surveyor BY LKK AUTO CONSULTANTS	
(f)	Miscellaneous expenses	
<b>TOTAL</b>		<b>S\$5,107.49</b>

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	X	(4) Police/SAS Reports/ Results	
(2) Surveyor's reports		(5) Repair bill/Letter of Authority	X
(3) Towing / Rental Bills		(6) GIA/LTA search invoices	X

\*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**