



14 March 2022

Your Ref:

Lonpac Insurance Bhd

By email

Attn: Motor Claims Department

Dear Sir/ Ma'am,

RE: Accident between SMT8495T and SLH5552G on 14/02/2022 at 1155 hours

We are writing on behalf of **CHIA POH CHOO**, the registered owner of motor vehicle number **SMT8495T** which was involved in the aforementioned accident at the time.

Our customer's vehicle was damaged due to your insured/authorized driver's negligence in the driving, control and/or management of your insured vehicle. We are instructed to claim the following expenses incurred:

1	Cost of Repairs (agreed with SJE – LKK)	\$	4,000.00
2	Loss of Use – 5 days x S\$100/day: a. 1 survey day – 14/02/22 b. 4 repair days – 15/02/22 to 18/02/22	\$	500.00
3	LTA Insurance Search Fee	\$	7.45
	Total:	\$	3,807.45

The following supporting documents are enclosed herewith:

1. Copy of Singapore Accident Statement of our customer
2. Copy of Letter of Authorization to act on our customer's behalf
3. Copy of Final Repair Bill
4. Copy of LTA and/or GIA search fee payment receipts (if any claimed)
5. Copy of Replacement Vehicle Rental and/or Towing Bills (if any claimed)
6. Copy of Damage Assessment Report and Bill (if not using Single Joint Expert)

Please acknowledge receipt of this letter and the enclosed documents. We look forward to your favourable reply in the soonest.

Yours faithfully,

Sebastian Huang
Polymath Garage Pte Ltd