

Hsiao Tong (LKKAuto)

From: Hsiao Tong (LKKAuto)
Sent: Monday, 20 June 2022 2:43 PM
To: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd)
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd)
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2
Attachments: ATA_SG5585J.pdf; DV_SG 5585J.pdf

Without Prejudice

Dear Sirs/Mdm,

Thank you for your acceptance.

We confirm settlement at a global sum of \$700.00(all-in).

Please duly sign the **documents** enclosed and return to us (LKK) for our necessary action.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement."

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

Best Regards,

Hsiao Tong, Chew (Ms) | Case Handler

LKK Auto Consultants Pte Ltd

Phone: 6742-3197 | Email: chewht@lkkauto.com |

HQ : Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 |

S(408933)

From: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>
Sent: Friday, 17 June 2022 4:24 PM
To: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

WITHOUT PREJUDICE

Dear Hsiao Tong,

Offer accepted.
Please let u shave your DV soon. Thanks.

Best Regards,
Karen Chan
Claims Department
Tel : 6866 2698

From: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Sent: Thursday, 16 June 2022 4:44 pm
To: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

CAUTION: This email originated from outside of SMRT. Do not click links or open attachments unless you recognise the sender and are expecting the content or attachment.

Without Prejudice

Dear Sirs/mdm,

We refer to your below email.

We are prepared to revise our offer at a global sum of \$700.00(all-in).

Please confirm acceptance.

“Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement.”

Best Regards,

Hsiao Tong, Chew (Ms) | Case Handler

LKK Auto Consultants Pte Ltd

Phone: 6742-3197 | Email: chewht@lkkauto.com |

HQ : Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 |

S(408933)

From: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>
Sent: Thursday, 16 June 2022 2:29 PM
To: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

WITHOUT PREJUDICE

Dear Hsiao Tong,

The involved bus id DD bus and we would like to counter propose \$730.00 all-in.
Please review the matter & let us have hear from you soon. Thanks.

Best Regards,
Karen Chan
Claims Department
Tel : 6866 2698

From: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Sent: Tuesday, 7 June 2022 3:44 pm
To: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

CAUTION: This email originated from outside of SMRT. Do not click links or open attachments unless you recognise the sender and are expecting the content or attachment.

Without Prejudice

Dear Sirs/mdm,

We refer to the above matter.

We propose settlement at global sum of \$650.00(all-in) as we are of the view that both parties should exercise caution.

Please confirm acceptance.

“Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement.”

Best Regards,
Hsiao Tong, Chew (Ms) | Case Handler
LKK Auto Consultants Pte Ltd
Phone: 6742-3197 | Email: chewht@lkkauto.com |
HQ : Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 |
S(408933)

From: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>
Sent: Monday, 3 January 2022 2:31 PM
To: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>
Subject: Fw: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

WITHOUT PREJUDICE

Dear Hsiao Tong,

Attached herewith a copy of our bus video footage for your easy reference.
Please look into the matter & let us have your offer soon. Thanks.

Best Regards,
Karen Chan
Claims Department
Tel: 6556 3523

Sent: Friday, December 3, 2021 4:54 PM
To: Hsiao Tong (LKKAuto) <chewht@lkkauto.com>
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>; Admin A <admin-a@lkkauto.com>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

WITHOUT PREJUDICE

Dear Hsiao Tong,

VF revealed bus moved off from a stationary position when 3P change lane thus resulted in this S-W collision.

Best Regards,
Karen Chan
Claims Department
Tel : 6556 3523

From: Hsiao Tong (LKKAuto) [<mailto:chewht@lkkauto.com>]
Sent: Thursday, September 9, 2021 12:20 PM
To: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd)
Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd); Admin A
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

CAUTION: This email originated from outside of SMRT. Do not click links or open attachments unless you recognise the sender and are expecting the content or attachment.

Without Prejudice

Hi Karen,

Thank you for your email.

Kindly let us have a copy of your client video footage for our review.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

Best Regards,

Hsiao Tong, Chew (Ms) | Case Handler

LKK Auto Consultants Pte Ltd

Phone: 6742-3197 | Email: chewht@lkkauto.com | Fax: 6741 4108

HQ : Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 |

S(408933)

From: Karen Chan Siau Chin (Strides Automotive Services Pte Ltd) <SiauChin.Chan@strides.com.sg>

Sent: Thursday, 9 September 2021 10:42 AM

To: Mei Kwan (LKKAuto) <Meikwan@lkkauto.com>; Hsiao Tong (LKKAuto) <chewht@lkkauto.com>

Cc: Tan Wei Teck (Strides Automotive Services Pte Ltd) <WeiTeck.Tan@strides.com.sg>; Admin A <admin-a@lkkauto.com>

Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

WITHOUT PREJUDICE

Dear Sirs,

Kindly let us hear from you on settling our claim soon, thanks.

Best Regards,

Karen Chan

Claims Department

Tel : 6556 3523

From: Mei Kwan (LKKAuto) [<mailto:Meikwan@lkkauto.com>]

Sent: Tuesday, May 4, 2021 1:54 PM

To: Karen Chan Siau Chin (Auto Svcs/FM(Mil)&SS/Claims & IA/Claims & IA); Hsiao Tong (LKKAuto)

Cc: Tan Wei Teck (Auto Svcs/FM(Mil)&SS/Claims & IA/Claims & IA); Admin A

Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qpa3q2

Dear Sir / Madam,

Thank you for your email.

Our respective case handler will look into the matter and get back to you in due course.

Hi HT,

Kindly assist.

To check availability of the case handler, you may contact the undersigned.

Thank you.

Best Regards,

Mei Kwan | Admin

LKK Auto Consultants Pte Ltd

Phone: 6366 0055 | email: MeiKwan@lkkauto.com | fax: 67414108

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

From: Karen Chan Siau Chin (Auto Svcs/FM(Mil)&SS/Claims & IA/Claims & IA) <ChanSiauChin@smrt.com.sg>

Sent: Tuesday, 4 May, 2021 11:35 AM

To: Admin A <admin-a@lkkauto.com>

Cc: Tan Wei Teck (Auto Svcs/FM(Mil)&SS/Claims & IA/Claims & IA) <TanWeiTeck@smrt.com.sg>

Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

Importance: High

WITHOUT PREJUDICE

Dear Sir,

We have yet to receive any update from you pertaining to the above accident.

Kindly look into the matter & let us have your offer soon.

Thanks & Regards,

Karen Chan

Claims Department

Tel: 6556 3523

From: Khanchna (LKK Auto) [<mailto:khanchna@lkkauto.com>]

Sent: Wednesday, December 30, 2020 2:23 PM

To: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses)

Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA); Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses); Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses); Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses); Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA); Admin A

Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

WITHOUT PREJUDICE

Dear Sir/Madam,

The above matter refers.

Kindly be informed that we will submit our report to our principal for their further handling.

Thank you.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

"Best Wishes for Merry Christmas & Happy New Year 2021"

Best Regards,
Khanchna | Case Handler
LKK Auto Consultants Pte Ltd
DID: **6841 2360** | email: khanchna@lkkauto.com | Fax: 6741-4108
Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

From: Khanchna (LKK Auto)
Sent: 30 December 2020 2:14 PM
To: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses) <OngHuaYen@smrt.com.sg>
Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA) <FeiYuan@smrt.com.sg>; Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses) <BalqishBAH@smrt.com.sg>; Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses) <TanWeiTeck@smrt.com.sg>; Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses) <ChanSiauChin@smrt.com.sg>; Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA) <FooChitYan@smrt.com.sg>; Admin A <admin-a@lkkauto.com>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

WITHOUT PREJUDICE

Dear Sir/Madam,
The above matter refers.

We would like to request a copy of accident video footage /scene photos/police investigation result (if any).

Thank you.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

"Best Wishes for Merry Christmas & Happy New Year 2021"

Best Regards,
Khanchna | Case Handler
LKK Auto Consultants Pte Ltd
DID: **6841 2360** | email: khanchna@lkkauto.com | Fax: 6741-4108
Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

From: Khanchna (LKK Auto)
Sent: 12 November 2020 10:15 AM
To: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses) <OngHuaYen@smrt.com.sg>
Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA) <FeiYuan@smrt.com.sg>; Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses) <BalqishBAH@smrt.com.sg>; Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses) <TanWeiTeck@smrt.com.sg>; Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses) <ChanSiauChin@smrt.com.sg>; Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA) <FooChitYan@smrt.com.sg>; Admin A <admin-a@lkkauto.com>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

WITHOUT PREJUDICE

Dear Sir/Madam,
The above matter refers.

We would like to request a copy of accident video footage /scene photos/police investigation result (if any).

Thank you.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

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.

Best Regards,
Khanchna | Case Handler
LKK Auto Consultants Pte Ltd
DID: **6841 2360** | email: khanchna@lkkauto.com | Fax: 6741-4108
Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

From: Khanchna (LKK Auto)
Sent: Friday, November 6, 2020 1:43 PM
To: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses) <OngHuaYen@smrt.com.sg>
Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA) <FeiYuan@smrt.com.sg>; Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses) <BalqishBAH@smrt.com.sg>; Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses) <TanWeiTeck@smrt.com.sg>; Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses) <ChanSiauChin@smrt.com.sg>; Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA) <FooChitYan@smrt.com.sg>; Admin A <admin-a@lkkauto.com>
Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

WITHOUT PREJUDICE

Dear Sir/Madam,
The above matter refers.

We would like to request a copy of accident video footage /scene photos/police investigation result (if any).

Thank you.

"Kindly note that this negotiation between parties on this matter is purely on a without prejudice basis with the sole intention of resolving the matter amicably without parties resorting to legal proceedings. No admission of liability, whatsoever, should be deemed / inferred from this negotiation of terms/settlement.

In the event of new evidence being discovered or subsequently produced by either party that will materially affect/influence on the issues of liability/damages, either party is not bound, thereafter, by the negotiation terms/settlement."

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.

Best Regards,
Khanchna | Case Handler
LKK Auto Consultants Pte Ltd
DID: **6841 2360** | email: khanchna@lkkauto.com | Fax: 6741-4108
Blk 51, Paya Ubi Industrial Park, Ubi Avenue 1, #02-25 | S(408933)

From: Mei Kwan (LKKAuto) <Meikwan@lkkauto.com>
Sent: Monday, October 12, 2020 6:09 PM
To: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses) <OngHuaYen@smrt.com.sg>; Khanchna (LKK Auto) <khanchna@lkkauto.com>

Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA) <FeiYuan@smrt.com.sg>; Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses) <BalqishBAH@smrt.com.sg>; Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses) <TanWeiTeck@smrt.com.sg>; Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses) <ChanSiauChin@smrt.com.sg>; Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA) <FooChitYan@smrt.com.sg>; Admin A <admin-a@lkkauto.com>

Subject: RE: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD) *** LKK REF: CC3/AIG20009669/Qka3

Dear Sir / Madam,

Thank you for your email.

Our respective case handler will look into the matter and get back to you in due course.

Hi Khanchna,

Kindly assist.

To check availability of the case handler, you may contact the undersigned.

Thank you.

Best Regards,

Mei Kwan | Admin

LKK Auto Consultants Pte Ltd

Phone: 6366 0055 | email: MeiKwan@lkkauto.com | fax: 67414108

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

From: Ong Hua Yen (Auto Svcs/Claims & IA/Claims & IA/Buses) <OngHuaYen@smrt.com.sg>

Sent: Monday, 12 October, 2020 5:56 PM

To: Admin A <admin-a@lkkauto.com>; CS A Team <cs-a@lkkauto.com>

Cc: Chong Fei Yuan (Auto Svcs/Claims & IA/Claims & IA) <FeiYuan@smrt.com.sg>; Balqish Binte Abdul Halil (Auto Svcs/Claims & IA/Claims & IA/Buses) <BalqishBAH@smrt.com.sg>; Tan Wei Teck (Auto Svcs/Claims & IA/Claims & IA/Buses) <TanWeiTeck@smrt.com.sg>; Karen Chan Siau Chin (Auto Svcs/Claims & IA/Claims & IA/Buses) <ChanSiauChin@smrt.com.sg>; Foo Chit Yan (Auto Svcs/Claims & IA/Claims & IA) <FooChitYan@smrt.com.sg>

Subject: OUR REF:BUS/08/20/7018 - ACCIDENT ON 29/08/20 INVOLVING SG5585J AND SKM8500Y ALONG BS:44739 (BLK 180-JELEBU ROAD)

Dear Sirs,

We claim on behalf of SMRT Buses Ltd, owner of the vehicle registration number SG5585J. Your client's negligent driving has caused the above accident. As a result, my client has suffered the following losses,

Cost of Repair	\$962.00
Loss of Use	\$525.00 (1.5 days x \$350.00)
LTA search fee	\$7.00
Total	\$1,494.00

We enclose the following documents,

- 1) Repair Invoice
- 2) GIA report

3) LTA Search Fee

We look forward to your confirmation to settle our claims within 15 days from the date of this email. Payment by cheque shall be crossed and made payable to SMRT Buses Ltd.

Thanks & Regards
Hua Yen