

To: **CHINA TAI PING (SINGAPORE) PTE. LTD.**
3 ANSON ROAD, #15-00 SPRINGLEAF TOWER
SINGAPORE 079909

Attn: **Motor Claims Department**

Date: **09/02/2023**

Dear Sir/Madam,

Claimant: **LOO SIEW HUA**
BLK 107A CANBERRA STREET #10-569
SINGAPORE 751107

"WITHOUT PREJUDICE"

We are instructed by the above named to claim damages against you in connection with a road traffic accident on 09/01/2023 at **SLIP ROAD TURING TO CANBERRA LINK** involving our client's vehicle registration number **SJF6500J** and vehicle registration number **SML4595G** driven by your insured at the material time.

We are instructed that the accident was caused by your insured's negligent driving and/or management of your vehicle. As a result of the accident, our client's vehicle was damaged and our client has been put to loss and expense, particulars of which are as follows:

1.	VEHICLE REPAIR COST	\$2,200.00
	GST 8%	\$176.00
	TOTAL AMOUNT	\$2,376.00
2.	LOSS OF USE (\$120 X 9 DAYS)	\$1,080.00
	TOTAL AMOUNT	\$1,080.00
3.	LTA SEACH FEE	\$24.77
	GST	\$1.98
	TOTAL AMOUNT	\$26.75

TOTAL: \$3,482.75

A copy each of the following supporting documents is enclosed:

- GIA Report
- Authorization Letter
- Tax Invoice
- LTA Search Fee
- Satisfaction voucher

Please send us an acknowledgement of receipt within 14 days of your receipt of this letter, failing which our client will have no alternative but to commence proceedings against you without further notice.

Yours faithfully,
Kaelynn Chia