

Your Ref:

Our Ref:

[Name]  
[Address]  
[Address]  
Singapore [Code]

Claims Control Tel: 6383 7953  
Fax: 6383 7626

Dear

ACCIDENT INVOLVING SBS \_\_\_\_\_  
ALONG \_\_\_\_\_ ON \_\_\_\_\_

We refer to the above matter.

Further to the discharge voucher which was returned to us on \_\_\_\_\_, we are pleased to enclose a DBS cheque no \_\_\_\_\_ for \$\_\_\_\_\_ being the full and final settlement of your claim.

We take this opportunity to wish you well .

Yours faithfully,

[Name]  
[Designation]  
Claims Department

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*We are committed to excellence. For our continual improvement, please contact Ms Tracy Tan at [tracytan@sbstransit.com.sg](mailto:tracytan@sbstransit.com.sg) if you have any suggestions or have yet to receive a response to your issue. We welcome your feedback.*