

Your Ref:

Our Ref:

3 July 2014

Motor Insurers' Bureau of Singapore  
112 Robinson Road #05-03  
HB Robinson  
Singapore 068902

Attn: Mrs A Gopinathan

Group Claims Unit  
Claims Control Tel: 6383 7953  
Fax: 6383 7626

Dear Sirs

**ACCIDENT INVOLVING SBS 904T, AN UNKNOWN VEHICLE & COMMUTERS  
ALONG PENANG ROAD ON 28 JULY 2008**

We refer to the above matter.

[Relate Facts]

[Enclose documents - witness statements, accident reports]

Copies of the letter of claim and the supporting documents are enclosed.

Please look into the claim and confirm that you will be handling the claim by the injured commuter.

We await your reply.

Yours faithfully,

[Name]  
Claims Officer  
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.*

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*Kindly direct all correspondence to the Claims department at 205 Braddell Road, East Wing 2<sup>nd</sup> Flr, Singapore 579701, facsimile number 6383 7626. Correspondence not sent to this given address or faxed to this given facsimile number will experience delay in response and may not be attended to.*