

Your Ref:

Our Ref:

8 July 2014

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

Claims Control Tel: 6383 7953
Fax: 6383 7626

Dear _____,

**ACCIDENT INVOLVING
ALONG _____ ON**

We refer to the above-mentioned accident in which you came forward as a witness.

[Relate Facts of Case & Conclusion]

It is due to a large extent of your public spiritedness that we have managed to conclude the matter fairly. We appreciate your willingness to come forward as a witness.

Yours faithfully,

[Name]
[Designation]
Claims Department

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