

21-Appointment of Lawyers

Your Ref:

Our Ref:

3 July 2014

[Law Firm
[Address]
[Address]
Singapore [Code]

Claims Control Tel: 6383 7953
Fax: 6383 7626

Attn: Lawyer's Name

Dear Sirs

WRIT OF SUMMONS NO _____
ACCIDENT INVOLVING
ALONG ON

We refer to the above matter.

[Relate Facts]

We would like to appoint your good firm to enter an Appearance and act for us [and our bus captain].

Please let us have your advice on quantum and liability. The supporting documents are enclosed.

Please also let us know when you would want to meet our Bus Captain for an interview so that we can make the necessary arrangements.

Do keep us posted periodically, at least once a month so that we can give you instructions in time.

SOLICITOR & CLIENT'S COSTS

The Solicitor & Client's costs will be as per our billing guide.

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.

Please direct all correspondence to the Claims Department at 205 Braddell Road 2nd Level East Wing, Singapore 579701, facsimile number 6383 7626.