

Your Ref:

Our Ref:

2 July 2014

Vicom Assessment Centre Pte Ltd
383 Sin Ming Drive
Singapore 575718

Attn: The Surveyor

Claims Control Tel: 6383 7953
Fax: 6383 7626

Dear Sirs

RE-INSPECTION ASSIGNMENT
[VEHICLE REGN NO] - [YEAR, MAKE & MODEL OF VEHICLE]

Please conduct a re-inspection on the abovementioned vehicle as scheduled below: -

Date :

Time :

Place : [Name of Workshop]
[Address]
[Contact Person & Tel No]

Copies of the following documents are enclosed for your perusal: -

- a) survey report & colour photographs prepared by _____
- b) final repair bill
- c) accident reports by vehicles involved

Please also state the Economical Repair Value (ERV) of the vehicle in your report. Thank you.

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 if you have any suggestions or have yet to receive a response to your issue. We welcome your feedback.