**Date:**

The Manager,

{{Yard\_name}}.

Nairobi.

Dear Mr. Peter,

RE: COLLECTION OF CHASSIS NO VF3L45GYXFS083740. ENGINE 10FJCG2179496 GKB 068M

Please organize for the bearer of this letter to collect the above-mentioned vehicle.

Name: JAMES GACHERU

ID Number: 35867077

Mobile: 0714404065

Thanks in advance.

**Yours faithfully,**

**Alexander Wambua Bosire Bogonko**

Group Finance Director Group EOT Director.