**Date**:

**The Manager,**

**{{Yard\_name}}.**

**Nairobi.**

**Dear Mr. Peter,**

**RE: COLLECTION OF CHASSIS NO {{chasis\_no}}. ENGINE {{engine\_no}} {{vehicle\_reg}}**

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

Name: {{client\_name}}

ID Number: {{client\_id}}

Mobile: {{contact\_no}}

Thanks in advance.

Yours faithfully,

Alexander Wambua Bosire Bogonko

**Group Finance Director Group EOT Director.**