

To :

Address :

Date :

Dear Sir / Madam,

Full Settlement Authorisation For _____, Chassis No : _____

For the account Of : -

Name :
Identification No :
Address :
Contact :

This serves to inform you that I / we have the intention to full settle for the above – mentioned vehicle.

Kindly allow _____ to verify my / our signature, check the full settlement amount and full settle on my / our behalf relating to the above – mentioned vehicle.

I / We shall be obliged if you will kindly release the vehicle registration card and all relevant documents to them upon full settlement treating this as my / our letter of authority.

The full settlement date will be on

Your faithfully,

.....
Name :

Identification No

Full Settlement Amount :
On / Before :
Remarks :

Kindly Contact Hui Ying / Joanne / Ming Xi for any verification.

Tel : 6444 - 4400 Fax : 6444 - 4455