
Date: _____

TO : _____

Tel : _____

Fax : _____

Dear Sir or Madam:

Vehicle No : _____

Agreement No : _____

This is to inform you that I have sold the above-mentioned vehicle to

I shall be much obliged if you would kindly allow the above-said company to full settle the Hirer Purchase account relating the above-mentioned vehicle and also to forward the Registration Book / Logcard with all other documents concerning the above said vehicle to them.

Yours faithfully,

NRIC NO: _____

NOTE:

ATTN: TO H/P / FULL-SETTLE DEPARTMENT

Please verify signature and check

The Full-Settlement amount dated: _____

CONTACT : _____

TEL NO : 65453300 _____

Please kindly fax over a copy of the Registration Book / Logcard to us at 65433303