

Below is a sample letter of claiming against third party insurer. Please be reminded that if you have been provided taxi allowance or a courtesy car by NTUC Income, the same item must be included in your claim for the loss of use.

**THIRD PARTY CLAIM
(SAMPLE LETTER)**

Date (dd/mm/yyyy):

Name and address of claimant:

Name and address of third party insurer:

Dear Sir

ACCIDENT INVOLVING (claimant's veh no.) AND (third party's veh no.) ALONG (name of road) ON (date of accident)

I am the owner of vehicle _____ which was involved in the above accident with vehicle number _____ which (understand is insured with you.)

The accident was clearly caused by your insured's negligence. I am, therefore seeking compensation from you for my financial loss as itemised below:

Repair cost	\$
Policy excess	\$
Loss of use _____ days @ _____ per day	\$
Others	\$
Total	\$

I have enclosed copies of relevant documents to support my claim.

Your prompt settlement of my claim would be much appreciated.

Yours faithfully
