

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 Chloe / Eunice / Lynn for any verification.

Tel : 6444 - 4400 Fax : 6444 - 4455