

Appendix 06a: Dealer Letter (Kia dealer bodyshop)

This 'Letter of Commitment' template carries the form of words prescribed by **Kia Motors (UK) Limited** that the nominating KIA dealer must commit to on behalf of itself and its Kia Approved Bodyshop [KAB].

In every case, **Kia Motors (UK) Limited** will issue the Letter centrally.

Dealer Letter wording:

Dealer Principal
<KiaDealerName> (<KiaDealerNumber>)
<Address1>
<Address2>
<City>
<County>
<PostCode>

<Date>

Dear Sir/Madam

Kia Approved Bodyshop Programme

Your nominated Bodyshop, <BodyshopName>, <BodyshopAddress> (<BodyshopReferenceNumber>) has met the minimum standard required for Kia Approved Bodyshop status and is now approved.

To finalise your association with this bodyshop, please sign two copies of this letter and return one copy to Colin Lonergan (Key Account Manager - Fleet & Insurance) at the above address or by email to clonergan@kia.co.uk and retain one copy of this letter for your records. Once our copy is received you will have a formally approved bodyshop for Kia.

Yours faithfully

Kevin Todd

General Manager – Service & Quality

I hereby agree for Kia Motors (UK) Limited to list our bodyshop, located at the address detailed above, as a Kia Approved Bodyshop. I will ensure that the required standards for the bodyshop continue to be met and service levels delivered.

Signature _____ Date _____
Print name _____ Position _____

Ends.