



## Instructions on Obtaining a QVM, CMC or Conversion Recall Letter

### *Information needed to process your request:*

- A) Vehicle Identification number must be typed in so it is legible.
- B) Three pictures of the vehicle itself. One picture of the exterior side view, one picture of the interior from sitting in the forward facing seat and one picture of the VIN plate located on the drivers side of the vehicle at the very bottom of the windshield
- C) The fee for each letter is \$100.00 that can be paid using our Credit Card Authorization Form.
- D) The pictures must be emailed to **qvm.recall.letters@royalelimo.com**
- E) The credit card authorization must be faxed to the attention of **QVM/Recall Letters at 978-521-5425**

QVM/CMC or Recall letters are processed on Fridays and will be emailed to you as soon as they are completed.