

Dear

We are pleased to tell you that an appointment has been booked for you to see

\_\_\_\_\_ as follows:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

Please make sure you bring: \_\_\_\_\_

Wasted appointments are costly and cause delays for other people. If you are unable to attend this appointment, please make sure you contact us to rearrange another time. Our contact details are as follows:



If you require an interpreter/advocate to support you during your appointment, please telephone \_\_\_\_\_ so that we can arrange this for you.

*If you change your address or phone number, it is very important that you contact us to let us have your new details. Otherwise we may send important letters to the wrong address.*

We are sorry that we are unable to translate all our correspondence into other languages. If you receive other information from us in English, and have trouble understanding, please try to find someone to help you as it may be important.

Thank you.

致\_\_\_\_\_

我們很高興通知你我們已為你安排了預約日期去見\_\_\_\_\_資料如下：

日期：\_\_\_\_\_

時間：\_\_\_\_\_

地址：\_\_\_\_\_

詳情：\_\_\_\_\_

請確保你到時攜帶：\_\_\_\_\_

失約十分浪費資源，並且令其他人受到阻延。如果你不能於上述日期應約，請確保你儘快與我們聯絡以便重新安排另一日期。我們的聯絡資料如下：

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如果你在約見時需要傳譯員/代言人協助你，請致電

\_\_\_\_\_以便我們能為你作出安排。

*如果你更改地址或電話號碼，你必須通知我們你的新聯絡資料。否則，我們可能將一些重要信件寄到錯誤的地址。*

很抱歉我們無法將所有來往函件翻譯成其他語文。如果你收到我們以英文提供的其他資料，而不能明白其內容，請嘗試找別人協助你，因為它可能是重要的。

多謝閣下合作。