

Our Ref:

Date:

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Dear

We regularly meet with residents to discuss issues of local concern. Everybody is welcome and we encourage you to attend.

Our next meeting is being held at

on... ..

at

For more information about the meeting please contact:

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Please let me know if you need an interpreter.

Yours sincerely,

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Our Ref:

Date:

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致

我定期與住戶們會面以討論當地關注的問題。我們歡迎所有人參與，並鼓勵你出席。

我們下一次舉行會議的時間是：

日期：

地點：

欲知有關這會議的詳情，請聯絡

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請告訴我你是否需要傳譯員協助。

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