

Dear

We would like to remind 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:

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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.

Dragi/Draga

Hteli bi da Vas podsetimo da je za Vas zakazan sastanak sa

\_\_\_\_\_ kako sledi:

Datum: \_\_\_\_\_

Vreme: \_\_\_\_\_

Mesto: \_\_\_\_\_

Detalji: \_\_\_\_\_

\_\_\_\_\_

Molimo Vas da sa sobom donesete: \_\_\_\_\_

Neodržani sastanci sa sobom povlače troškove i produžavaju vreme čekanja za druge ljude. Ukoliko niste u mogućnosti da dodjete na zakazani sastanak, svakako nas nazovite kako bi zakazali drugi termin. Detalji o tome kako nas možete kontaktirati su kako sledi:

\_\_\_\_\_

Ako Vam je potreban prevodilac/advokat da Vam pomogne za vreme trajanja sastanka, molimo Vas telefonirajte

\_\_\_\_\_ kako bi mogli da obezbedimo prisustvo istih.

Ako dodje do promene Vaše adrese ili broja Vašeg telefona, veoma je važno da nas kontaktirate i obavestite nas o tome. Inače, može se desiti da važna pisma pošaljemo na pogrešnu adresu.

Izvinjavamo se što nismo u stanju da prevedemo svu korespodenciju na druge jezike. Ako primite neke druge informacije na engleskom jeziku i bude Vam teško da ih razumete, molimo Vas da nadjete nekoga da Vam pomogne, pošto iste mogu biti važne.

Hvala.