

Dear

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

_____ to visit you at your home, details as follows:

Date: _____

Time: _____

Address: _____

Details: _____

If you are unable to keep this appointment or if we do not have your correct address, please contact us. If you change your address or phone number, it is very important that you let us have your new details. 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.

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

Drago nam je da Vas obavestimo da smo zakazali za
_____ posetu u Vašem domu i to kako sledi:

Datum: _____

Vreme: _____

Adresa: _____

Detalji: _____

Ukoliko ste sprečeni da prisustvujete gornjem sastanku, ili ukoliko Vaša adresa nije tačna, molimo Vas kontaktirajte nas. Ukoliko je došlo do promene Vaše adrese ili broja Vašeg telefona, veoma je važno da nas o tome obavestite. 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.

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.