

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.

Dragi/Draga

Drago nam je da Vas obavestimo 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 ostale 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.