

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:

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.

ሠብስብኩም

ን _____ ንምእይ ቆጻራ ተገይርልኩም ከምሠንበረ ከነሠኻኸረኩም ንፈቱ። ሠርዝሩ ድማ ከምዚ ሠስዕብ እዩ።

ዕለት _____

ሰዓት _____

ቦታ _____

ሠርዝር _____

ሒሠቡሞም ትመጹ ነገራት _____

ሠተጠልሙ ቆጻራታት ክቡር ዋጋ ይኸፈሎም። ከምኡ ድማ ንካልኦት የደናጉዩ። ኣብዚ መዓልቲ ቆጻራ እዚ ክትመጹ ዘይጥዕመኩም እንተዳኣ ኮይኑ ካልእ ግዜ ቆጻራ ንምግባር ከም ትረኽቡና (ተባራርቡና) ግቡ። ክትረኽቡና ትኸለሉሉ መንገዲ ከምዚ ሠስዕብ እዩ።

ኣብቲ ግዜ ቆጻራ ክሕግዘኩም ሠኸለል ኣተርጓሚ/ኣማኻሪ እንተዳኣ ዘድልዩኩም ኮይኑ ስልኪ ደዊልኩም ንገሩና።

_____ ብኡ መሰረት ድማ ከንዳልወልኩም ንኸለል።

1 ኣድራሻኹም ወይ ቁጽሪ ስልክኹም እንተዳኣ ቀይርኩም ክንኩም እቲ ኣድሻ
2 ኣድራሻኹም ክትህቡና (ክትሕብሩና) ኣዘዩ ኣገዳሲ እዩ። እንተዘይኮነ ንሰደልኩም
3 ኢብዳበታት ኣብ ጉጉይ ኣድራሻ ክኸይድ ይኸለል እዩ።

1 ጉሉ ናይ ጽሑፍ ምልልሳት ኣብ ካልእ ቋንቋታት ክንትርጉሞ ብዘይምኸለልና ንኣዘፍ
2 ከባና ብቋንቋ እንግሊዘኛ ሠተጻሕፈ ደብዳቤ እንተደኣ መጺኡኩም እቲ መልእኹቲ ነፃ።
3 ኣገዳሲ ክኸውን ስለሠኸለል ኣንቢቡ ዘረዳኣኩም ሰብ ከምትረኽቡ ግቡ።

የቐንዳና!