

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.

Bwana/Bibi

Tungependa kukukumbusha ya kwamba siku yako ya kwenda kumuona

_____ ni kama ifuatavyo:

Tarehe: _____

Saa: _____

Anuani: _____

Maelezo: _____

Tafadhali uje na: _____

Upotezaji wakati ni gharama kubwa na unachelewesha watu wengine. Kama hutaweza kuja siku hiyo, tafadhali wasiliana nasi ili tupange wakati mwingine. Unaweza kuwasiliana nasi kwa kutumia maelezo yafuatayo:

Kama unahitaji mkalimani/wakili wa kukusaidia wakati tutapokutana, tafadhali piga nambari hii ya simu

_____ ili tuweze kukutafutia.

Kama ukihama au ukipata nambari mpya ya simu, itakuwa ni vizuri kama ukituarifu ili tuwe na namba yako mpya. Vinginevyo tunaweza kutuma barua kwenye anuani ambayo siyo yako.

Tungependa kuomba msamaha kwa sababu hatuwezi kutafsiri makaratasi yote kwa lugha zingine. Kama ukipokea makaratasi yetu yaliyoandikwa kwa Kingereza, na una shida ya kuyaelewa, tafadhali tafuta mtu atakayeweza kuyatafsiri kwa sababu yanaweza yakawa ni ya muhimu.

Asante.