

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.

Bwana/Bibi

Tunafuraha ya kukueleza ya kwamba tumekupangia siku ya kuonana na _____ nyumbani kwako, maelezo kamilifu ni kama yafuatavyo:

Tarehe: _____

Saa: _____

Anuani: _____

Maelezo: _____

Kama hutakuwepo siku hiyo au kama hatuna anuani yako kamili, tafadhali wasiliana nasi. Kama umehama au kama umebadilisha nambari yako ya simu, ni jambo la muhimu kama ungeweza kutufahamisha. Unaweza kuwasiliana nasi kwa kutumia maelezo yafuatayo:

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

_____ ili tuweze kukutayarishia.

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.