

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.

Cher (e)

Tozali na esengo po na koyebisa yo ete topesi yo rendez-vous oya komona na
_____ ba details yango oyo:

Date: _____

Heure _____

Adresse: _____

Details _____

Zala sur (e) ete okomema: _____

Rendez-vous oyo esimbaka te ezalaka chers mpe ekoki kopesa retards na batu basusu. Soki omoni ete okoki koya na rendez-vous oyo te , s'il vous plait zala sur o contacter biso po ete tokoka ko aranger yango ngonga mususu.

Details na biso po na contact yango oyo:

Soki omoni ete osengeli na Interprete/Avocat po na kosunga yo tango ya rendez-vous nayo, s'il vous plait telephoneyez

_____ po ete tokoka koarranger yango po na yo.

Soki o changer adresse nayo ou bien numero ya telephone, esengeli o contacter biso po tozwa ba details nayo ya sika. Sinon tokotindaka mikanda oyo ezali tres important na adresse ya mabe

Tozali na mawa mingi lokola tokoki kolembola mikanda na biso te na minoko misusu. Soki ozwui information mususu ewuti epai na biso na anglais mpe esali yo moto mpasi po na comprendre, s'il vous plait luka mutu mususu asalisa yo lokola ekoki kozala important.

Merci