

Dear

We would like to remind 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.

致.....

我們現在寫信提醒你我們已安排了_____到府上探訪你，

詳細資料如下：

日期： _____

時間： _____

地址： _____

詳情： _____

如果你不能應約，或者如果我們沒有你的正確地址，請與我們聯絡。如果你更改了地址或電話號碼，你必須通知我們這些新資料。我們的聯絡資料如下：

如果你在約見時需要傳譯員/代言人協助你，請致電

_____ 以便我們能為你作出安排。

很抱歉我們無法將所有來往函件翻譯成其他語文。如果你收到我們以英文提供的其他資料，而不能明白其內容，請嘗試找別人協助你，因為它可能是重要的。

多謝閣下合作。