

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:

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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.

Kính

Chùng toái thaät haøi loøng cho quý vò bieát laø laø moät buoái heïn ñãõ ñõõic saép ñãët cho

\_\_\_\_\_ ñeán thaêm quý vò taiï nhaø quý vò, caùc chi tieát nhö sau:

Ngàøy: \_\_\_\_\_

Giôø: \_\_\_\_\_

Ñòa chæ: \_\_\_\_\_

Chi tieát: \_\_\_\_\_

Neáu quý vò khoâng theå giõõ buoái heïn naøy hoaëc neáu chùng toái khoâng còu ñuùng ñòa chæ cuûa quý vò, xin lieân laïc vòuï chùng toái. Neáu quý vò ñoái ñòa chæ hoaëc soá ñieän thoaiï cuûa quý vò, ñieäu raát quan troïng laø quý vò cho chùng toái bieát caùc chi tieát môùi cuûa quý vò. Caùc chi tieát lieân laïc cuûa chùng toái nhö sau:

\_\_\_\_\_ Neáu quý vò caàn moät ngõõøi thoäng dòch/bieän hoã ñeã trõï giuùp quý vò trong thôøi gian buoái heïn cuûa quý vò, xin ñieän thoaiï

\_\_\_\_\_ ñeã chùng toái còu theå saép xeáp vieäc naøy cho quý vò.

Chùng toái laáy laøm tieác laø chùng toái khoâng theå dòch taát caù thõ töø lieân laïc cuûa chùng toái baèng caùc ngoân ngõõøi khaùc. Neáu quý vò nhaän tin töüc khaùc töø chùng toái baèng Tieáng Anh, vaø gaëp trôuï ngaïï trong vieäc hieäu bieát, xin coá tìm moät ngõõøi naøo ñoù giuùp quý vò vì tin töüc ñoù còu theå quan troïng.

Caùm ôn quý vò.