

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.

ዝኸበርኩም

ን _____ ንምርእይ ቆጸራ ከምዝተገብረልኩም ከንሕብረኩም ንፈቱ።
ዝርዝሩ ድማ ከምዚ ዝሰዕብ እዩ።

ዕለት _____

ሰዓት _____

ቦታ _____

ዝርዝር _____

ሒዘኩም ክትመጹ ዝግበእኩም _____

ዝተጠልሙ ቆጸራታት ዋጋኦም ክቡር እዩ። ከምኡውን ንኻልእት ክደናጉዩ ይኸእሉ። ኣብዚ መዓልቲ ቆጸራ እዚ ንምምጽእ ዘይጥዕመኩም እንተዳኣ ኮይኑ ካላይ ቆጸራ ንምግባር ኣቐዲምኩም ርኽቡና። ንዓና ክትረክብሉ ትኸእሉ መንገዲ ከምዚ ዝሰዕብ እዩ።

ኣብቲ ጊዜ ቆጸራ ክሕግዞኩም ዝኸእል ኣተርጓሚ/ኣማኻሪ እንተዳኣ ዘድልዩኩም ኮይኑ ሰልኪ ደዊልኩም ንገሩና።

_____ ብኡ መሰረት ድማ ከንዳልወልኩም ንኸእል።

ኣድራሻኹም ወይ ቁጽሪ ሰልኪኹም እንተዳኣ ቀይርኩም ኬንኩም እቲ ኣድራሻ ኣድራሻኹም ክትህቡና (ክትሕብሩና) ኣዘዩ ኣገዳሲ እዩ። እንተዘይኮነ ደብዳቤታት ኣብቲ ጉጉይ ኣድራሻ ክኸይድ ይኸእል እዩ።

ኩሉ ናይ ጽሑፍ ምልልሳት ኣብ ካልእ ቋንቋታት ክንትርጉሞ ብዘይምኸለልና ንኣዝን። ካባና ብቋንቋ እንግሊዘኛ ዝተጻሕፈ ደብዳቤ እንተደኣ መጺኡኩም እቲ መልእኹቲ ኣገዳሲ ክኸውን ስለዝኸእል ኣንቢቡ ዘረዳእኩም ሰብ ከምትረኽቡ ግበሩ።

የቐንዩልና!