



Today's Date

SR#: Click here to enter
Case #: Click here to enter
MIS Case #: Click here to enter

Client Name
Address

Dear Client Name:

We would like to talk to you about [Click here to enter text.](#)

We have set up an appointment [Choose an item](#) at [Phone number](#) or [location](#) on [Date](#) at [Time](#). If this is not a good time for you, please call our office at the number below and we will arrange a new time.

At this meeting, we will update your file and you can ask us any questions you may have. You are welcome to have another person at the appointment with you.

Section 10 of the [Choose an item](#) requires that you provide information to allow us to determine your eligibility. Please note that your cheque may be delayed if we do not get the information we need to confirm your eligibility.

Fill in details of anything client needs to have or do for the appointment.

If you have any questions, please call the Ministry of Social Development and Social Innovation [Choose an item](#)

Sincerely,

Enter Name
Ministry [Choose an item](#)

HR3233 (13/12/04)
Security Classification: MEDIUM

Enclosure(s): [Click here to enter text.](#)

The Ministry of Social Development and Social Innovation operates under the authority of the *Employment and Assistance Act* and Regulations, and the *Employment and Assistance for Persons with Disabilities Act* and Regulations.