



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:

This will confirm that you must attend appointments and submit documentation to the ministry when you are requested to do so, in order to continue to receive assistance. This requirement is set out in the terms of the Assignment of Maintenance Rights, which you signed.

Please be advised that as you did not complete your appointment on Date, your next assistance cheque may be delayed.

If you still need assistance, please contact me at Phone number to reschedule this appointment as soon as possible.

Sincerely,

Enter Name  
Ministry Choose an item

HR3275 (13/12/11)  
Security Classification: MEDIUM SENSITIVITY

SAMPLE

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.