



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 is to remind you that we had an appointment to talk about Specify reasons.

We did not hear from you at the set time. We have set up a new 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.

We will update your file and you can ask us any questions you may have at this meeting. 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

HR3236 (13/12/05)
Security Classification: MEDIUM

Enclosure(s): Click here to enter enclosure

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.

SAMPLE