Enter service user name and address

Dear Enter name









 

Signed:

Copies sent to: enter cc. details

Enter your address

Day/Date/Month/Year.

You have an appointment with an **Employment Advisor**

Your appointment is on:  
Day/Date/Month/Year.

at: Time – am/pm.

The appointment is at

Enter address  
(insert photo of building in box)  
  
  
  
Your appointment is with:

Enter name  
(insert picture of staff member in box)

If you need to change your appointment, please tell us  
Tel: Number  
  
Address: Postage address.