{{ today() }}

|  |  |
| --- | --- |
| {{ clients[0].name }}  {{ clients[0].address\_block()}} |  |

Dear {{ clients[0].name }}:

I hope you are doing well. I am writing to remind you of your appointment in our office on {{ appointment\_date }} at {{ appointment\_time }}. Our offices are located at {{attorneys[0].address\_block() }}. When you arrive, please come to the 8th floor and ask for {{attorneys[0].name }}.

{%p if unit == “Immigration” %}

When you come for your appointment, please bring a copy of your MassHealth confirmation letter in English. We cannot use the confirmation letter in Spanish. Please also bring your child {{children[0].name}}’s birth certificate. Additionally, bring your passport if you have one. If you do not have a passport, we ask that you request a passport from the Honduran Consulate as soon as possible.

If you have any questions or you are running late for your appointment, please call our office at {{attorneys[0].phone\_number}} and ask for {{attorneys[1].name.first}}, who speaks Spanish and will help to make sure your message gets to {{attorneys[0].name.first}}.

{%p endif %}

Thank you.

Sincerely,

{{ attorneys[0].signature }}  
{{ attorneys[0].name}}

Enclosure