**[Enter Month DD, YYYY]**

**Enter Addressee First Middle Last Name]**

**[Enter Addressee Street Address]**

**[Enter Addressee City, State ZIP Code]**

Dear **[Enter Title First Middle Last Name**:

This is to confirm the following appointment:

Appointment for: **[Enter name]**

Purpose of the appointment: **Application for services**

Appointment date: **[Enter appointment date]**

Appointment time: **[Enter appointment time]**

Appointment Street address: **[Enter address]**

City, State, ZIP code: **[Enter city, state ZIP code]**

Contact person or office: **[Enter contact person or office]**

Contact phone number: **[Enter phone number]**

Additional comments: **[Enter additional comments]**

***If the following ítems are available, please bring them to your appointment:***

* photo identification (for example, driver's license, state-issued ID, school ID, passport, or military ID) and Social Security card;
* names and addresses of any doctors you have seen recently;
* names and addresses of any schools you have attended;
* information about any medical insurance you have, including Medicaid and Medicare;
* a list of places you have worked - including type of job, dates, reason for leaving and salary;
* proof of income information for you and your spouse or your parents (if they claim you as a dependent on their federal income tax), for example, a copy of last pay stub, SSI/SSDI or VA award letter, workers' compensation Notice of Payment, etc.
* proof of expenses related to monthly mortgage/rental payments, prescribed diets and medicines, debts imposed by court order, medical costs and disability-related expenses;
* names, addresses, and phone numbers of two people who will know how to contact you;
* any reports of recent medical exams, school records, or other information which you feel may help the counselor understand your disability; and
* your Ticket to Work, if you are a Social Security disability benefits recipient and one has been issued to you.

If you need any special accommodations for this meeting, please make these arrangements with the contact person mentioned above.

I appreciate the opportunity to work with you.

Sincerely,

**[Enter sender’s first and last name]**

**[Enter sender’s title]**