

Sample Local Agency Interpreter Service Appointment Reminder  
(Local Agency Letterhead)

(Date)

(Address of Applicant)

Dear (Name of Applicant),

Your next WIC appointment is scheduled for (Day, Date) at (Time). We have scheduled a sign language interpreter who assists with translation during the visit. This service is free to you. In the event you may need to reschedule or cancel please do so AT LEAST 24 hours in advance.

Sincerely,

*(WIC Coordinator)*

This institution is an equal opportunity provider.