

DATE

CLIENT NAME AND ADDRESS

Dear CLIENT;

I hope this letter finds you well. I am writing with regards to the naturalization case that you have open with our office.

I have attached a copy of the interview notice from immigration. Your naturalization interview is scheduled for TIME AND DATE.

In order to prepare for the interview **I have scheduled an appointment for you in my office for TIME AND DATE.**

At the time of your appointment with me we will review your application again, give you an orientation about the immigration interview, answer any questions that you have and practice for the test. Please come prepared.

If you need to change the time of your appointment with me please feel free to call me.

Thank you for your attention.

Sincerely,

YOUR NAME

Enclosure: Copy of Appointment Letter