



Division/Branch
Address
Town/City MB Postal Code
manitoba.ca/housing

Name
Title
E-mail address
Tel: (204) 945-xxxx
Toll Free: 1-800- if avail
Fax: (204) 945-xxxx

<<Date>>

<<Leaseholder name>>

<<Co-leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

Appointment

Dear << Leaseholder and Co-Leaseholder >>:

This letter is to confirm a meeting with [[Enter PM name: (Name, property manager and)]] me on:

Date: [[Enter Date of meeting]]

Time: [[Enter Time of meeting]]

Location: [[Enter Address of meeting]]

The purpose of the meeting is to discuss [[Enter reason for meeting]].

If this time is not convenient for you, please call me immediately at the number below to reschedule the meeting.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>

