Long Date (Example: January 1, 2000)

Primary Representative for Client’s Name

Address Line 1

Address Line 2

Re: Social Security Application Appointment

Dear Primary Representative for Client’s Name:

This letter is to inform you that an appointment has been scheduled to complete a social security application documentation with Texoma Community Center (TCC).

The appointment is set for **Date of Appointment at Time of the Appointment**, at **Full Address of the Appointment.**

**Please see the attached list of documents that are needed for this appointment and bring as many items as possible.**

If you have any questions or need to reschedule, please contact me at (your phone number) or email me at (your email address).

Sincerely,

(Your Name)

(Your Title)

(Your Phone Number)

(Your Email Address)

**Always type your letters on your center’s letter head.**

**Do not use slang, unexplained acronyms, or texting jargon.**

**Include a list of documentation needed at the time of the appointment.**