

**Specimen of Invitation letter for Interview**

Date:

Dear Sir/Madam,

I refer to your initial application for \*compassionate rehousing/conditional tenancy for divorcees raised on\_\_\_\_\_

To facilitate our assessment, please produce the original copy and photocopy of the following supporting documents in an interview scheduled to be held on\_\_\_\_\_(Date & Time) at\_\_\_\_\_(place of interview):

- (a) Hong Kong Identity Card
- (b) Birth Certificate of child/children to be included in this application
- (c) Child Custody Order (if any)
- (d) Documents on Marital Status (e.g. Marriage Certificate, Divorce Decree)
- (e) Salary Statement
- (f) Rental Receipt
- (g) Statutory Declaration (if any)
- (h) Others (please specify)

\_\_\_\_\_  
\_\_\_\_\_

The original copy of the supporting documents will be returned to you after checking while the photocopy of them will be retained for record purpose.

If you are unable to attend the aforesaid interview or have any enquiry, please contact Mr./Miss/Mrs./Ms\_\_\_\_\_ (Name of worker) of\_\_\_\_\_ (Name of service unit) on telephone number \_\_\_\_\_ to arrange for another schedule.

Yours sincerely,

( )  
for Director of Social Welfare #

\*to delete as inappropriate

# to be changed as appropriate for NGO