## **Specimen of Invitation letter for Interview**

Dear Sir/Ma	Date:
	er to your initial application for *compassionate rehousing/conditional tenancy for ised on
following su	acilitate our assessment, please produce the original copy and photocopy of the apporting documents in an interview scheduled to be held on(place):
(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)
_	copy of the supporting documents will be returned to you after checking while by of them will be retained for record purpose.
•	u are unable to attend the aforesaid interview or have any enquiry, please contact rs./Ms(Name of worker)
of	(Name of service unit) on telephone to arrange for another schedule.
	Yours sincerely,

( ) for Director of Social Welfare \*

<sup>\*</sup>to delete as inappropriate

\*to be changed as appropriate for NGO