



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>>

Tenancy Reference: <<Tcy_RefNo.>>
Client ID: <<Client ID>>
Client ID: <<Client ID>>

Appointment - Welcome Visit

Dear << Leaseholder and Co-Leaseholder >>:

This letter is to confirm a meeting on:

Date: [[Enter Date of meeting]]
Time: [[Enter Time of meeting]]
Location: [[Enter Address of meeting]]

The purpose of the welcome visit is to see how you are adjusting to your new home and community and discuss ways that I can be of support to you so that you can have a successful tenancy.

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>>

