

AGENCY LOGO HERE

(Date) _____

Dear _____ ,

This letter is to formally invite you to schedule your yearly Individual Support Plan meeting. The meeting is part of a process to help improve the overall quality of life of people and support them in their lifestyle choices. **Individual Support Plan Meetings are required by the Ministry of Children, Community and Social Services and must occur on a yearly basis for every individual receiving services from a government funded agency.**

We are scheduling meetings on the following dates/times:

XXX
XXX
XXX

Please contact me at the number below to provide us with your preferred option from the above choices, or call us to discuss other options. The meeting location will be at XXX.

We will also be inviting people within your support support team for their input. Please feel free to invite them to attend the meeting to support you, or provide us with their contact information so that we can invite them on your behalf.

Thank you in advance for your cooperation.

Please confirm your participation by emailing me at _____ or by calling me at XXXX.

Sincerely,

XXXX
Title

AGENCY ADDRESS AND CONTACT INFO

Template provided by

