Dear Sir/Madam

My name is Nadia and I work for Rochdale Council. We have received a school application for your child/children.

I need to arrange to come to your house and fill out some additional forms to support your school application.

I will visit you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the morning/afternoon.

I hope this will be ok.

If you require an interpreter please text me using the telephone number shown below. Include your name and address in the text message.

Kind regards,

Nadia Malik  
Equalities Team  
Rochdale Council  
Mobile number: 07929358592

Dear Sir/Madam

My name is Will and I work for Rochdale Council. We have received a school application for your child/children.

I need to arrange to come to your house and fill out some additional forms to support your school application.

I will visit you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in the morning/afternoon.

I hope this will be ok.

If you require an interpreter please text me using the telephone number shown below. Include your name and address in the text message.

Kind regards,

Will McKinley  
Equalities Team  
Rochdale Council  
Mobile number:  [07794 210831](tel:+447794210831)