**CIS Agency Address:**

**CIS एजेन्सीको ठेगाना:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

मिति: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

आदरणीय \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ज्यू,

This letter is to confirm that a team meeting has been scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name) to discuss:  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (बच्चाको नाम) का बारेमा निम्न विषयमा छलफल गर्न टोलीको बैठक तय गरिएको कुरा पुष्टि गर्न यो पत्र पठाइएको छ:

* Evaluation and Eligibility Determination
* मूल्याङ्कन तथा योग्यता निर्धारण
* Development of the One Plan
* वन प्लान (One Plan) को निर्माण
* 6-month/periodic review of the One Plan
* वन प्लानको 6-महिने/आवधिक समीक्षा
* Annual Review of the One Plan
* वन प्लानको वार्षिक समीक्षा
* Transition Conference/Transition Planning
* ट्रान्जिसन (एउटा कक्षा/स्थितिबाट अर्कोमा जाने) सम्बन्धी कन्फेरेन्स/ट्रान्जिसनसम्बन्धी योजना तर्जुमा
* Team meeting for the purpose of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* निम्न प्रयोजनका लागि टोली बैठक: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The meeting is scheduled for:

बैठक निम्नानुसार तय गरिएको छ:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

मिति: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

समय: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

स्थान: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to you, the following people have been invited to this meeting:

तपाईं बाहेक, निम्न व्यक्तिहरूलाई पनि यस बैठकमा आमन्त्रण गरिएको छ:

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

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

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

If there are other individuals you would like to invite, please feel free to do so, or let me know if you would like me to do it for you. If circumstances change and this is not a convenient time or location for you, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (phone & email) and the meeting will be rescheduled.

यदि तपाईं अरू कुनै व्यक्तिलाई आमन्त्रण गर्न चाहनुहुन्छ भने उनीहरूलाई निर्धक्क बोलाउनुहोस् वा यदि मैले बोलाइदिनुपर्ने हो भने मलाई जानकारी गराउनुहोस् । यदि परिस्थितिहरूमा कुनै परिवर्तन आयो र निर्धारित समय वा स्थान तपाईंको लागि उपयुक्त हुँदैन भने कृपया मलाई \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (फोन र ईमेल) मा सम्पर्क गर्नुहोस् र बैठक पुनः तय गरिनेछ ।

Thank you. I look forward to seeing you there.

धन्यवाद । म तपाईंलाई त्यहाँ भेट्न अपेक्षा गर्छु ।

Sincerely,

भवदीय,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), \_\_\_\_\_\_\_\_\_\_\_\_ (credentials)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (नाम), \_\_\_\_\_\_\_\_\_\_\_\_ (उपाधि)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (role)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (पद)

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (role)

बोधार्थ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (नाम), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (पद)