<<Date>>

<<Applicant full name>>

<<Address>>

<<City, state, zip>>

Dear <<Applicant first name>>,

**Welcome to Nebraska VR!**

Please watch Nebraska VR's Orientation Video at: <http://www.vr.nebraska.gov/job_seekers/>. The goal is to jump start the process required to help you prepare for, find, and keep a job. Access to the video will be provided during your upcoming appointment if you are unable to watch the video in advance.

**Your appointment is with <<VR staff name>>.**

**Date: <<Date>> Time: <<Time>> Location: <<Address>**

You will have an opportunity to ask any questions you have about Nebraska VR. Please feel free to bring a guest and plan to spend about 90 minutes with us. When you leave your appointment, you will know what to expect, and what your next step will be. Information you share will be kept confidential.

Please bring the following to this appointment:

* Any medical or high school records you have that describe your health condition or learning difficulty.
* If you receive Social Security Disability benefits please bring any document that shows you are receiving Social Security Disability. This could include a copy of an award letter, a recent bank deposit statement, check stub, or your Ticket To Work.

We encourage you to learn more about Nebraska VR at: <http://www.vr.nebraska.gov/>.

If you have any questions or are unable to attend your appointment, please call <<VR contact person>> at <<phone>>.

We look forward to meeting with you,

<<VR staff name>>