



Recovery Technology LLC

OFFICE

1200 N. West Avenue
Suite 400
Jackson, MI 49202

PHONE

1-517-796-4520

FAX

1-517-796-4521

WEB

www.recoverytechnology.org

Dear _____,

My name is _____ and I am your _____

at Recovery Technology LLC.

I have attempted to contact you via telephone to schedule an appointment, but I have been unsuccessful in reaching you. Please be advised that I have scheduled you for an appointment with me at Recovery Technology on _____, _____ at _____.

If you are unable to make this appointment, please call me at _____ to reschedule.

Just a reminder, emergency mental health services are available to you through the LifeWays Access Center, Monday through Friday 8am – 5pm by calling (517)-789-1200 and the LifeWays Access Center- After Hours, by calling 1-800-284-8288.

Cordially,
