Subject: WIC phone follow-up

Hi First Name,

It was great speaking with you Date. We look forward to seeing you and Child’s Name at your next in-person WIC visit on Month, Day at Time. Please remember to bring Child’s Name as we will check his/her growth, as well as your WIC card, proof of address and income (if a recert).

As we discussed, attached are the pamphlets you may find helpful. I’ve also included the community resource we discussed. Details are below.

- Include referral information if provided during the call.

If you have any questions, need to change your food benefits or reschedule your next in-person appointment, please call the name of your clinic at XXX-XXX-XXXX. WIC staff will respond to your email in number business days.

Thank you.

Sincerely,

Clinic Name
Clinic Address
Clinic Phone
Email