

Red Cross typing service

Assistance in understanding correspondence in the German language

What the Red Cross typing service offers

Red Cross typing service volunteers will gladly help you look after your correspondence with authorities and officials. They offer the following services:

- Drafting letters
- Filling out forms
- Proofreading texts and correspondence
- Formulating letters of termination or complaint
- Drafting job application documents

Who the Red Cross typing service can help

- Do you have a problem with written German?
- Do you want to be sure of correctly understanding official letters?
- Do you need help in filling out official forms?
- Or do you need help in drafting your correspondence?

If you answered «yes» to one or more of these questions, the Red Cross typing service might be just right for you or your family.

We'll help you write a letter, fill out a form, or with general questions of understanding!

How the Red Cross typing service works

Our volunteer typists are at your service at specified times. Just call us, or drop in and see us without prior appointment. You will find the addresses and phone numbers of our various typing service locations on the back page.

For problems regarding specific content, we can recommend other useful addresses if need be.

The Red Cross typing service will cost you CHF 5.– per session. No prior appointment is required. All the office equipment including computer, printer and paper is supplied by the Swiss Red Cross, Canton Aargau. It goes without saying that your personal data and all other information will be treated strictly confidentially.

We are pleased to help you!

If you are not familiar with written German or have trouble drafting a letter without errors, our volunteers can help you with your private or official correspondence.

Englisch, März 2017

