

Subject: Reasonable Accommodation Request: Sign Language Interpreter for Interview - [Your Name]

Dear [Hiring Manager Name or Recruiting Team],

I am writing to confirm my interview for the [Job Title] position scheduled on [Date] at [Time].

To ensure full communication access during the interview, I am requesting a sign language interpreter as a reasonable accommodation. I specifically require [Specify type of interpreting, e.g., American Sign Language (ASL)].

Please let me know if you will be providing the interpreter or if you would like me to provide contact information for local interpreting agencies. If the interview is being held via a video conferencing platform, please ensure the platform supports multi-video pinning so the interpreter remains visible.

Thank you for your time and for making this adjustment. I look forward to meeting with you.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]