

Dear [Disability Services/HR Department Name],

I am writing to formally request Sign Language Interpreting services for a new employee, [New Hire Name], who will be joining the [Department Name] team on [Start Date].

To ensure a successful onboarding experience and full accessibility, we require an interpreter for the following initial sessions:

- **Orientation Session:** [Date] from [Start Time] to [End Time]
- **Training/Department Meetings:** [Date] from [Start Time] to [End Time]
- **Location:** [Physical Office Address or Virtual Meeting Link]

Please let us know the process for securing these services and if there are specific vendor preferences or internal forms we need to complete. We want to ensure all accommodations are in place prior to the employee's first day.

Thank you for your assistance in making our workplace inclusive.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]