

To: [Human Resources Department / Supervisor Name]

From: [Your Name]

Date: [Current Date]

Subject: Request for Sign Language Interpreter - Annual Performance Review

Dear [Name],

I am writing to formally request a qualified Sign Language Interpreter for my upcoming annual performance review scheduled on [Date] at [Time].

As we will be discussing my performance, goals, and professional development, I want to ensure clear and effective communication between all parties involved. This request is a reasonable accommodation to provide full access to the meeting content and feedback.

Please let me know once the interpreter has been scheduled. If you need assistance in contacting an interpreting agency, I would be happy to provide some recommendations.

Thank you for your support in ensuring an accessible review process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Department]