

[Date]

[To: Name of Coordinator/Human Resources Department]

[Organization Name]

[Address]

Subject: Request for Sign Language Interpreter for Mandatory Training

Dear [Name],

I am writing to formally request a qualified Sign Language Interpreter for the upcoming mandatory training session titled "[Title of Training]."

This training is scheduled to take place on [Date] from [Start Time] to [End Time]. The session will be held at [Location/Online Platform].

To ensure my full participation and equal access to the information provided during this session, I require interpreting services. Please confirm once an interpreter has been scheduled. If you need further information regarding specific requirements or preferred agencies, please let me know.

Thank you for your assistance in providing this accommodation.

Sincerely,

[Your Name]

[Your Job Title/Employee ID]

[Your Contact Information]