

[Date]

[Manager Name or HR Department Name]

[Company Name]

[Company Address]

Subject: Request for Sign Language Interpreter for Disciplinary Meeting

Dear [Name of Contact Person],

I am writing to formally request a qualified Sign Language Interpreter for the upcoming disciplinary meeting scheduled on [Date] at [Time].

As I am [deaf/hard of hearing], I require an interpreter to ensure effective communication, full participation, and a clear understanding of the proceedings. This request is made in accordance with my rights for reasonable accommodation under the Americans with Disabilities Act (ADA) [or applicable local labor laws].

Please confirm once the interpreter has been scheduled. If you need assistance in locating a certified interpreting service, I am happy to provide a list of local agencies.

Thank you for your cooperation in ensuring this process is accessible and fair.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID Number]