

To: [Name of HR Representative or Event Coordinator]

From: [Your Name]

Date: [Current Date]

Subject: Request for Sign Language Interpreter - [Date of All-Hands Meeting]

Dear [Name],

I am writing to formally request a professional Sign Language Interpreter for the upcoming Company All-Hands Meeting scheduled for [Date] at [Time].

To ensure I can fully participate in the meeting, follow the presentations, and engage with the Q&A session, I require [Type of Sign Language, e.g., ASL] interpretation services. Providing this accommodation will allow for an inclusive environment and ensure that all information shared is accessible to me.

Meeting Details:

- **Event:** Company All-Hands Meeting
- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location/Platform:** [Room Name or Video Conferencing Link]

Please let me know once the interpreter has been confirmed or if you need assistance in contacting a preferred agency. I would appreciate a confirmation by [Date] so that I can make any necessary preparations.

Thank you for your support in making this meeting accessible.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]