

[Your Name]
[Employee ID Number]
[Your Department]
[Date]

To: [HR Department Name / Benefits Coordinator Name]
[Company Name]
[Office Address]

Subject: Request for Sign Language Interpreter for Benefits Enrollment Consultation

Dear [Name of Contact Person or HR Department],

I am writing to formally request a qualified Sign Language Interpreter for my upcoming benefits enrollment consultation. To ensure I fully understand my options regarding health insurance, retirement plans, and other company benefits, I require effective communication access during this meeting.

The details for the scheduled meeting are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Platform:** [Insert Room Number or Video Link]
- **Estimated Duration:** [Insert Length of Meeting]

I prefer [Insert Type: ASL, Signed English, etc.] interpretation. If your department has a preferred vendor, please let me know. Otherwise, I am happy to provide recommendations for local interpreter agencies.

Please confirm receipt of this request and provide the name of the assigned interpreter once the booking is finalized. Thank you for your assistance in providing this accommodation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Contact Information: Email/Video Phone]