

[Your Name]
[Your Job Title]
[Date]

[Recipient Name]
[Recipient Title/Department]

Subject: Request for Sign Language Interpreter - Workplace Safety Workshop

Dear [Recipient Name],

I am writing to formally request a qualified Sign Language Interpreter for the upcoming Workplace Safety Workshop scheduled for [Date] from [Start Time] to [End Time].

The workshop will take place at [Location/Room Number] and will cover essential safety protocols, emergency procedures, and equipment handling. This request is being made to ensure full accessibility and effective communication for [Name of Employee(s)], who will be attending this mandatory training.

Please confirm if your department will arrange the interpreter through our preferred agency or if I should proceed with the booking directly. If you require further information regarding the workshop agenda or technical terminology to provide the interpreter in advance, please let me know.

Thank you for your assistance in making this training accessible to all employees.

Sincerely,

[Your Signature]
[Your Printed Name]