

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

[Interpreter Agency Name or Individual Name]
[Address]
[City, State, Zip Code]

Subject: Request for Sign Language Interpretation Services - Corporate Team Building Event

Dear [Contact Name],

I am writing to formally request Sign Language Interpretation services for an upcoming corporate team building event. We are looking for [Number] qualified interpreter(s) to provide communication access for our participants.

Event Details:

- **Event Name:** [Event Name]
- **Date:** [Date of Event]
- **Time:** [Start Time] to [End Time]
- **Location:** [Full Address or Virtual Meeting Link]
- **Nature of Event:** [Briefly describe, e.g., interactive workshops, outdoor activities, presentations]

Specific Requirements:

- Type of Sign Language: [e.g., ASL, BSL, etc.]
- Number of attendees requiring interpretation: [Number]
- Specialized vocabulary: [e.g., Technical, Corporate, or Industry-specific terms]

Please let us know your availability for this date and provide a quote for your services, including any travel or administrative fees. If you require any preparatory materials, such as an agenda or slide decks, please inform us of the deadline for submission.

Thank you for your assistance in making our event accessible to all team members. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]