

To: [Human Resources Department / Access Services]

From: [Candidate Name]

Date: [Current Date]

Subject: American Sign Language Interpreter Request for Internal Promotion Assessment

Dear [Contact Person Name],

I am writing to formally request American Sign Language (ASL) interpreting services for my upcoming internal promotion assessment for the position of [Job Title].

The assessment is currently scheduled for:

- Date: [Date]
- Time: [Start Time] to [End Time]
- Location/Platform: [Room Number or Video Link]

To ensure a fair and accurate evaluation of my technical skills and communication during the [interview/written exam/practical demonstration], I require a qualified [professional/certified] interpreter.

Please confirm once these arrangements have been made. If you require further information regarding preferred agencies or technical requirements for remote interpreting, please let me know.

Thank you for your support in providing these accommodations.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Department]