

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

[Date]

[Name of Recipient/Mediation Service]
[Title]
[Organization Name]
[Address]

Subject: Request for Sign Language Interpreter for Mediation Session

Dear [Name of Recipient],

I am writing to formally request a qualified Sign Language Interpreter for the upcoming conflict resolution mediation session scheduled for [Date] at [Time].

The mediation involves [Case Number or Brief Description of the Matter] and is expected to take place at [Location/Online Platform].

To ensure full participation and effective communication for all parties involved, please arrange for a certified interpreter who is experienced in legal or mediation settings. If the session is expected to last longer than two hours, please ensure that a team of two interpreters is provided to maintain accuracy.

Please confirm that these arrangements have been made by [Date]. If there are any specific forms I need to complete or if you require further information regarding this request, please let me know as soon as possible.

Thank you for your assistance in ensuring this process is accessible.

Sincerely,

[Your Signature]

[Your Printed Name]