

Date: [Insert Date]

To: [Name of Training Coordinator/Organization]

From: [Your Name/Department]

Subject: Request for Sign Language Interpreting Services

Dear [Name of Contact Person],

I am writing to formally request American Sign Language (ASL) interpreting services for the upcoming training session, "[Title of Training]," scheduled to take place on [Date] from [Start Time] to [End Time].

To ensure full accessibility and effective communication during this session, the following accommodations are requested:

- **Certified Interpreters:** [Number, usually 2 for sessions over an hour] qualified ASL interpreters.
- **Placement:** Reserved seating near the front with a clear line of sight to both the interpreter and the presenter/visual aids.
- **Materials:** Copies of the presentation slides, handouts, and technical vocabulary lists provided to the interpreters in advance for preparation.

Please confirm receipt of this request and provide the names of the assigned interpreters once they are confirmed. If there are any questions regarding these arrangements, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your commitment to providing an inclusive training environment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]