

Letter of Foreign Language Proficiency

Date: [Insert Date]

To Whom It May Concern,

I am writing to confirm my proficiency in the following foreign languages:

- **Language 1:** [e.g., Spanish] - [e.g., Fluent in speaking, writing, and comprehension]
- **Language 2:** [e.g., French] - [e.g., Conversational level, able to engage in basic discussions]
- **Language 3:** [e.g., Mandarin] - [e.g., Beginner's level, familiar with basic phrases]

With these language skills, I am confident in my ability to contribute effectively to global team collaboration, fostering communication and understanding among diverse team members.

Please feel free to contact me at [Insert Email] or [Insert Phone Number] for further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]