

Inquiry Regarding Medical Interpreter Qualifications

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the qualifications required for medical interpreters at [Organization/Institution Name]. As a [your position or title, if applicable], I am interested in understanding the standards and certifications necessary for this role, particularly in [specific languages or medical fields, if relevant].

Could you please provide information on the following:

- The minimum educational requirements for medical interpreters.
- Any certification programs you recognize or require.
- Relevant experience or training that is typically expected.
- Any continuing education requirements for maintaining qualifications.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]