

# Request for Medical Interpreter Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Hospital/Clinic Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the services of a medical interpreter for [Patient's Name], who has an upcoming appointment on [Date of Appointment] at [Time of Appointment]. This request is crucial to ensure effective communication between the healthcare providers and the patient, who primarily speaks [Language].

Due to [specific medical condition or other relevant reasons], it is essential that the patient understands all aspects of their treatment and care. We would greatly appreciate your assistance in providing a qualified interpreter to facilitate this communication.

Please confirm the availability of an interpreter for the specified date and time. Should you require any further information, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]