

# Urgent Request for Medical Interpreter Services

Date: [Insert Date]

To: [Interpreter Service Provider Name]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Dear [Interpreter Service Provider],

I am writing to urgently request interpreter services for an upcoming medical appointment scheduled on [Insert Date and Time] for a patient who is a limited English proficiency individual.

Details of the appointment:

- Patient Name: [Patient's Name]
- Language Needed: [Language]
- Address: [Appointment Location]

Given the nature of the medical issues being discussed, it is crucial to have an interpreter present to ensure effective communication between the patient and the healthcare provider.

Please confirm the availability of an interpreter for this appointment as soon as possible. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]