

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the availability of bilingual exam resources at [Institution/Organization Name]. As part of our commitment to inclusivity, it is essential that we provide equitable access to all students, particularly those who benefit from bilingual examinations.

Could you please provide information on the following:

- Available bilingual exam materials
- Specific languages supported
- Procedure for requesting these resources
- Any associated costs or deadlines

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]