

Letter of Procurement for Healthcare Interpreter Services

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Procurement of Healthcare Interpreter Services for Language Assessment

We are reaching out to formally request proposals for the procurement of healthcare interpreter services specifically for language assessment. Our organization aims to enhance communication and ensure proper care for our diverse patient population.

We require services in the following languages: [List languages]. The interpreters must be qualified and experienced in healthcare settings to ensure accuracy and professionalism during assessments.

Please include the following in your proposal:

- Qualifications and certifications of interpreters
- Service rates and terms of agreement
- A brief description of your approach to language assessment
- References from similar organizations

We appreciate your prompt attention to this matter and look forward to your proposal by [Insert Deadline]. If you have any questions or need further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]