

# Health Care Interpreter Service Solicitation

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are reaching out to solicit your services as a healthcare interpreter for an upcoming mental health session scheduled on [Insert Date]. Our organization values the necessity of effective communication in providing mental health care, especially for our clients who may require language assistance.

Details of the session:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Estimated Duration: [Insert Duration]

The mental health session aims to address [briefly describe purpose] and will involve [mention participants, if applicable]. We believe your expertise in [insert language(s)] will greatly enhance the communication and overall effectiveness of the session.

Please confirm your availability for this date and provide us with your rates and any other pertinent information regarding your services. Should you have any questions, feel free to reach out via [Insert Contact Information].

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]