

# Inquiry for Bilingual Services in Healthcare Facilities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Position]

[Healthcare Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the bilingual services offered at [Healthcare Facility Name]. As a member of the [specific community or group], I am interested in understanding how your facility accommodates patients who speak [specific languages].

Specifically, I would like to know:

- What languages are currently supported by your healthcare staff?
- Are there interpreters available for patients during appointments?
- What training do your staff members receive in providing care to bilingual patients?

Ensuring effective communication in healthcare settings is vital for patient satisfaction and safety. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]