

Application for Interpretation Assistance

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request interpretation assistance for the upcoming [Name of Conference] scheduled to take place on [Dates].

As [Your Name], a [Your Position] representing [Your Organization], I am particularly looking forward to engaging with attendees and speakers from diverse backgrounds. However, due to language barriers, I believe that having interpretation services would greatly enhance my experience and participation.

The specific languages I require assistance with include [List Languages]. I would appreciate having an interpreter available during the keynote sessions, panel discussions, and networking events.

Thank you for considering my request. I look forward to your positive response as I am eager to participate fully in this conference.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]