

Booking Confirmation for Conference Interpreters

Date: [Insert Date]

To: [Interpreter's Name]

[Interpreter's Address]

[City, State, Zip Code]

Dear [Interpreter's Name],

We are pleased to confirm your booking as an interpreter for the upcoming [Conference Name] scheduled on [Dates] at [Location].

Details of your assignment are as follows:

- **Event:** [Conference Name]
- **Date:** [Dates]
- **Time:** [Start Time] to [End Time]
- **Languages Required:** [Specify Languages]
- **Venue:** [Venue Name and Address]
- **Contact Person:** [Contact Name and Phone Number]

Please confirm your availability for this assignment and do not hesitate to contact us if you have any questions or need further information.

Thank you for your assistance, and we look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]