

Dear [Interpreter's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding interpretation services for our upcoming event, [Event Name], scheduled for [Event Date].

As we finalize our plans, I wanted to check in to see if you are available to assist us. Your expertise would be invaluable in making the event a success.

Please let me know if you have had a chance to review our needs and if you would be available. I look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]