

Subject: Negotiation of Conference Interpreter Rates

Dear [Interpreter's Name],

I hope this message finds you well. I am writing to discuss the rates for your interpreting services for the upcoming conference scheduled on [Date].

We greatly value your expertise and experience in the field, and we believe that your involvement will enhance the quality of our event. However, we would like to discuss the potential for adjusting the rates to fit within our budget constraints.

Given the current economic climate and the number of participants attending, we are looking to negotiate a rate of [Proposed Rate]. We believe this adjustment can be beneficial for both parties and continue our productive partnership.

I would appreciate the opportunity to discuss this matter further. Please let me know a suitable time for us to have a conversation or if you would prefer to respond via email.

Thank you for considering our request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]