

Specification Request for Simultaneous Interpretation Equipment

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are planning an event on [Event Date] at [Event Location], and we require simultaneous interpretation equipment to facilitate communication between [Languages/Participants]. We kindly request a detailed specification of your available equipment options.

Required Specifications:

- Number of languages supported
- Type of interpretation equipment (headsets, transmitters, receivers)
- Wireless range and battery life
- Technical support availability during the event
- Pricing and package options

Please provide the requested information by [Response Deadline], so we can make an informed decision. Should you have any questions, feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter. We look forward to your reply.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[Your Phone Number]

[Your Email Address]