

Bilingual Proficiency Assessment

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that you have been selected for an assessment of your bilingual proficiency in [Language 1] and [Language 2]. This assessment will evaluate your translation skills and overall language competency.

Assessment Details

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please bring any necessary materials, including dictionaries and personal identification. The assessment will include both written and oral components.

If you have any questions, feel free to contact us at [Contact Information]. We look forward to your participation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]