

May 6, 2002

(Name of Agency or Business)
(Address)

Dear Agency Representative:

The School District of _____ has taken the initiative of providing the necessary support and assistance to families who come to our district for the first time, and who may have limitations in the use of the English language. It is our goal that all the children who enter our school district will have the same opportunities for success regardless of their English language fluency level.

In order to assist the families of these students, our district would like to create a resource list of people who speak languages other than English. We would very much appreciate it if your agency could help us identify the names of these individuals. We would then contact them to see if they would be willing to volunteer some of their time to act as temporary interpreters.

You can help us in this endeavor by contacting (name of assigned staff person) at (phone number), or by filling out the bottom part of this letter. If you choose to do so, please return the bottom portion to our office at your earliest convenience. Your assistance and cooperation will be greatly appreciated.

Sincerely,

(Name of Superintendent)
(Title)

(Please cut along the dotted line and return to our office at your earliest convenience.)

Name of Resource Person	Phone Number	Language Spoken
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____