{Letterhead of the Organization which must include:

* Name of the organization
* Mailing Address (street address, city, state, zip code/ country if outside the U.S.)
* Email address
* Phone number}

**{Date}**

**RE: Language Proficiency Attestation**

To CCHI’s Registrar:

This letter is to confirm the language proficiency for:

First name: Middle name(s):

Last name:

in the following language(s): .

I attest to the following:

1. The above-mentioned person has been speaking the {insert} language since {insert either a specific year or description such as “birth,” age, graduation from school, etc.} .
2. The above-mentioned person has learned the specified language {insert your description of how, e.g., “growing up in XYZ country in the XYZ region/province where the majority of population speaks this language” *OR* “by speaking it in his family who have moved to the U.S. in XYZ year from XYZ country” *OR* “by studying it at the community language school run by XYZ organization,” etc.}
3. The community members who speak the same language specified above have observed the above-mentioned person speaking this language in the following situations {insert your description of 2-3 situations when the person has used the specified non-English language}
4. In our organization, we do have at least one speaker of the language specified above who has interacted with the above-mentioned person in the following way: {Insert your description of the type of interactions, keeping in mind the main goal of this attestation is to verify that the person named above truly speaks the specified language at the level that would allow them to be an interpreter.}
5. My relationship to the above-mentioned person is:
6. My position in the organization is:

Feel free to contact me at {insert email address} or {insert phone number} if you have any further questions.

Sincerely,

[Signature]

{Name of the person signing this letter.}

{Title/job position of the person signing this letter.}