{Letterhead of the Employer which must include:

* Name of the Employer 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 that the above-named person has worked for {insert name of the organization} since {insert date or month and year} in the capacity of {select the appropriate one below and delete the non-applicable}:

\_\_ an interpreter.

\_\_ a bilingual employee (performing their regular duties both in English and the non-English language),

with the frequency of at least {insert the number of hours} hours per week. {If the frequency is less than weekly, please describe in reasonable detail.}

{If “a bilingual employee” is selected above, you must explain in reasonable detail how the language proficiency was assessed to allow the employee to perform their job in a non-English language. For example, “Their language proficiency was evaluated through ALTA’s QBS test, which the person passed at Level 2.”}

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.}