Pedro Lopez

Address, City, ST ZIP Code | Telephone | Email

**Today’s date**

Mr. Abraham Solomon, Esq.

XYZ Company, P.A.

Street Address, City, State, Zip

**Re: Interpreter**

Dear Mr. Solomon,  
I was very interested to hear from my cousin that your law firm is in need of a Spanish-English translator.

As I will be happy to demonstrate to you, I am fluent in both languages (written and oral) and have been rendering my professional interpreting services to clients for almost 13 years.

My adherence to the Code of Ethics for Translators includes observing strict confidentiality, transmitting messages accurately and without addition or subtraction, treating the parties respectfully and impartially, and remaining up to date with changes in both languages as slang is added or words assume different meanings.

In the past, my responsibilities have included:

* Simultaneous translations during court cases
* Translating between patients and medical personnel in Greater Boston hospitals
* Performing a summary of what was said, when a word for word translation was not preferred

I am very interested in meeting with you and your partners, and am willing to conduct the interview in either English or Spanish – your choice.

Please be in touch with me at your earliest convenience. I can be reached at 666-444-2222 or at [you email address].

Respectfully yours,

Pedro Lopez