

[Date]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Landlord's/Provider's address]

Dear \_\_\_\_\_:

I am writing regarding my tenancy at [tenant's address]. I need to inform you that my primary language is \_\_\_\_\_. I request that all vital documents in connection with my tenancy either be translated into my primary language, or if that is not possible, that an interpreter be provided to read such documents to me. I understand that if you receive any federal funding, you are required by Title VI of the Civil Rights Act of 1964 to provide the types of services I have requested for persons with limited English proficiency. I greatly appreciate your cooperation on this matter. Feel free to contact me at (208) \_\_\_\_\_ with any questions regarding my request.

Sincerely,  
[Tenant/Consumer Signature]

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