

[Agency Name]
[Agency Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Confirmation of Bilingual Specialist Placement - [Candidate Name]

Dear [Client Contact Name],

We are pleased to confirm the placement of **[Candidate Name]** in the position of **[Job Title]** at **[Client Company Name]**. Following our selection process, we have verified that the candidate possesses the required fluency in both **[Language 1]** and **[Language 2]** to support your operations.

Placement Details:

- **Start Date:** [Date]
- **Reporting To:** [Manager Name]
- **Work Schedule:** [Days/Hours]
- **Agreed Rate/Salary:** [Amount]

As per our agreement, [Candidate Name] will be responsible for [briefly list primary bilingual duties, e.g., translation, client communication, or technical support].

Please find the attached documentation regarding the terms of business and the candidate's onboarding paperwork. If you have any questions regarding this placement, please contact me directly at [Phone Number].

We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]