

Product Manual Translation Request

Date: [Insert Date]

To: [Translation Service Provider Name]

From: [Your Company Name]

Dear [Translation Service Provider],

We are reaching out to request your services for the translation of our product manual for international markets. Our product, [Product Name], is set to launch in [Target Markets/Countries] and we aim to provide our customers with accurate and user-friendly documentation.

Details of the translation request are as follows:

- **Source Language:** [Source Language]
- **Target Languages:** [List Target Languages]
- **Word Count:** [Total Word Count]
- **Deadline for Translation:** [Insert Deadline]
- **Format of Manual:** [PDF/Word/Other]

We appreciate your expertise in this matter and would like to discuss the pricing and any additional requirements you may have. Please let us know your availability for a brief meeting.

Thank you for considering our request.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]