

Translation Proposal for Product Manual

Date: [Insert Date]

To: [Client's Name]

Company: [Client's Company]

Address: [Client's Address]

Dear [Client's Name],

Thank you for considering us for the translation of your product manual. We understand that accurate and clear translations are crucial for your product's success in new markets. Below is our proposal for the budget estimation.

Project Details:

- Source Language: [Source Language]
- Target Language(s): [Target Language(s)]
- Document Type: Product Manual
- Word Count: [Total Word Count]

Budget Estimation:

- Translation Rate per Word: [Rate]
- Total Translation Cost: [Total Cost]
- Estimated Time of Completion: [Timeframe]

Additional Services:

- Editing and Proofreading: [Details/Cost]
- Formatting: [Details/Cost]

If you have any questions or require further information, please do not hesitate to contact us. We look forward to the opportunity to work with you and contribute to your product's global outreach.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]