

Product Manual Translation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the translation of our product manual for [Product Name] from [Source Language] to [Target Language]. As we aim to expand our market reach, it is crucial that we provide our customers with clear and accurate product information in their preferred language.

Details of the project are as follows:

- **Product Name:** [Product Name]
- **Source Language:** [Source Language]
- **Target Language:** [Target Language]
- **Word Count:** [Word Count]
- **Deadline:** [Deadline for Translation]

Please let me know if your team can undertake this project and provide us with a quote for the translation services. We appreciate your attention to detail and expertise in localization, as this is vital for ensuring our product manual resonates with our audience.

Thank you for considering our request. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]