

Product Manual Translation Specification

Date: [Insert Date]

To: [Translation Service Provider]

Subject: Specification for Translation of Product Manual

Dear [Recipient's Name],

We are reaching out to provide you with the translation specifications for the product manual of [Product Name]. This document outlines the requirements to ensure technical accuracy and coherence in the translation process.

Technical Specifications

- **Source Language:** [Source Language]
- **Target Language(s):** [Target Language(s)]
- **Word Count:** [Total Word Count]
- **Technical Terms Reference:** [Provide any glossary or reference document]

Translation Guidelines

1. Maintain technical terminology consistency throughout the document.
2. Adhere to industry-specific standards relevant to [industry].
3. Ensure clarity and coherence in instructions and descriptions.

Deliverables

- Translated document in [desired format, e.g., Word, PDF].
- Glossary of translated terms.
- Highlight any untranslated terms or phrases.

Timeline

We kindly request that you submit the completed translation by [Submission Date].

Thank you for your attention to this important project. We look forward to your confirmation and are happy to discuss any questions you may have.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]