

Introduction Letter

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name], and I am a freelance translator specializing in [specific languages or fields, e.g., English to Spanish translation with a focus on legal documents]. With over [number] years of experience, I have successfully completed projects for various clients, ensuring accuracy, cultural relevance, and a quick turnaround time.

My skills include:

- Fluency in [list languages]
- Strong understanding of [specific industry, e.g., medical, technical, literary]
- Experience with [translation tools, e.g., SDL Trados, MemoQ]
- Attention to detail and ability to meet tight deadlines
- Excellent communication skills and responsiveness

I am confident in my ability to provide high-quality translations that meet your needs. I would love the opportunity to work with you and discuss how I can contribute to your projects.

Thank you for considering my proposal. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]