

Application for Foreign Language Translation

Date: [Insert Date]

To,

[Translation Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accurate translation services for a document that requires professional handling. The document is in [source language] and needs to be translated into [target language].

The details of the document are as follows:

- Title: [Document Title]
- Word Count: [Insert Word Count]
- Deadline for Translation: [Insert Deadline]

Given the nature of the document, it is crucial that the translation is not only accurate but also maintains the context and tone of the original text. I would appreciate it if you could provide me with a quote for the translation services and confirm your availability to meet the deadline.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]