

# Letter of Clarification for Translation Needs

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify our specific needs regarding the translation of [specific document or material] into [target language].

To ensure the highest quality and accuracy, we would like to outline the following requirements:

- Content Type: [e.g., legal document, marketing material, technical manual]
- Specific Terminology: [list any specific terms that need to be used]
- Desired Tone and Style: [e.g., formal, conversational]
- Deadline for Translation: [insert date]

It is important that the translation adheres to [any relevant regulations or standards]. Additionally, we would appreciate it if you could confirm your ability to meet these criteria and provide us with a quote for the service.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]