

Inquiry for Translation of Documents

Date: [Insert Date]

To: [Translation Service Provider's Name]

[Translation Service Provider's Address]

Dear [Translation Service Provider's Name],

I hope this message finds you well. I am writing to inquire about your translation services for a set of documents that we need translated into [target language].

The documents include:

- [Document 1 Title or Description]
- [Document 2 Title or Description]
- [Document 3 Title or Description]

We would like to know the following:

1. Your availability and turnaround time for the project.
2. Your pricing structure, including any additional fees for specialized vocabulary.
3. Details about the qualifications of your translators.

Please let us know if you require any further information to provide an accurate quote. We appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]