

# Request for Urgent Foreign Language Translation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Urgent Need for Translation Services

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request your assistance with the translation of important documents from [Source Language] to [Target Language].

The materials in question are crucial for [briefly explain the context or importance of the documents, e.g., an upcoming meeting, legal procedures, etc.], and we are working against a tight deadline.

We would greatly appreciate it if you could confirm your availability to undertake this translation and provide an estimated turnaround time. Please let me know if you require any further details to facilitate this request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]