

Order Confirmation for Translation Services

Date: [Insert Date]

To: [Translation Service Provider Name]

Address: [Provider Address]

Email: [Provider Email]

Dear [Provider Name],

I am writing to formally place an order for professional translation services. Below are the details of the order:

Order Details

- **Source Language:** [Insert Source Language]
- **Target Language:** [Insert Target Language]
- **Document Type:** [Insert Type of Document]
- **Word Count:** [Insert Word Count]
- **Deadline:** [Insert Deadline]
- **Special Instructions:** [Insert any special requirements]

Please confirm receipt of this order and provide an estimated cost and timeline for completion.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]