

# Proposal for Bulk Foreign Language Translation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present our proposal for providing bulk foreign language translation services tailored to meet your company's needs. As the global market continues to expand, accurate and culturally relevant translations become essential for effective communication.

## Our Services

- Translation of documents into multiple languages
- Localization to adapt content for target audiences
- Quality assurance to ensure accuracy and cultural relevance

## Why Choose Us

Our experienced team of linguists and project managers utilize advanced translation technology combined with years of industry knowledge to deliver high-quality translations efficiently and effectively.

## Proposal Details

We propose to offer the following services:

- Bulk translation of [Number] documents
- Target languages: [List of Languages]

- Delivery timeline: [Proposed Timeline]

The total cost for these services will be [Total Cost], inclusive of all fees.

We are excited about the opportunity to collaborate with [Recipient's Company Name] and support your global communication efforts. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for further discussion.

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]