

Request for Foreign Language Translation Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request your professional translation services for [briefly describe the document or project, e.g., a legal contract, marketing materials, etc.]. The document is in [source language] and needs to be translated into [target language].

The total word count is approximately [number of words]. We require that the translation be completed by [insert deadline]. Please let me know if you are available to undertake this project and provide a quote for your services.

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

Sincerely,

[Your Name]