

# Service Request for Audiobook Project Management

**Date:** [Insert Date]

**From:** [Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

**To:** [Service Provider's Name]

[Company Name]

[Company Address]

[City, State, ZIP]

## Subject: Service Request for Audiobook Project Management

Dear [Service Provider's Name],

I am writing to formally request your services for the management of an upcoming audiobook project. Our team is looking to produce a high-quality audiobook of [Title of Book] by [Author Name], aimed for release on [Expected Release Date].

The scope of the project includes:

- Pre-production planning
- Voice casting and auditions
- Recording sessions
- Post-production editing and sound engineering
- Distribution and marketing strategies

We would appreciate it if you could provide us with a proposal outlining your approach to the project, estimated timelines, and budget estimates. Our goal is to ensure that the final product meets the highest standards and aligns with our audience's expectations.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]