

Subject: Inquiry About Proofreading Rates

Dear [Proofreader's Name],

I hope this message finds you well. My name is [Your Name], and I am currently seeking a professional proofreader for an upcoming project. I would like to inquire about your proofreading rates and availability.

The project involves [brief description of the project, e.g., "a 50,000-word manuscript on..." or "an academic paper that requires thorough editing"]. I am looking for someone with experience in [specific field or type of work if applicable].

Could you please provide me with your rates and any additional information regarding your services? It would also be helpful to know your typical turnaround time.

Thank you for your time, and I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

[Your Company/Organization, if applicable]