

# Request for Academic Proofreading Services

Dear [Proofreader's Name/Company Name],

I hope this message finds you well. My name is [Your Name], and I am currently [your position, e.g., a graduate student at XYZ University]. I am reaching out to inquire about your academic proofreading services.

I am in the process of completing my [thesis/dissertation/paper title], which is due on [submission date]. I understand that meticulous proofreading can significantly enhance the clarity and quality of my work. Therefore, I am interested in your expertise to ensure that my document is polished and free of errors.

Could you please provide me with information regarding your services, including your rates, turnaround time, and the process you follow? Additionally, I would appreciate any testimonials or examples of previous work if available.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your University/Institution]