

Subject: Request for Collaboration on Editing and Proofreading

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to seek your assistance with editing and proofreading my [document type, e.g., manuscript, thesis, article] titled "[Title of the Document]."

As I value your expertise and keen eye for detail, I believe that your input could greatly enhance the clarity and quality of my work. The document is approximately [number of pages/words] long and focuses on [brief description of the content].

If you are available, I would appreciate your feedback on both grammatical accuracy and overall coherence. I aim to have the final draft ready by [deadline], so any insights you could provide by then would be incredibly helpful.

Thank you for considering my request. I look forward to the possibility of collaborating with you on this project.

Best regards,

[Your Name]

[Your Contact Information]