

Request for Proofreading Service Details

Dear [Proofreader's Name or Company Name],

I hope this message finds you well. I am reaching out to inquire about your proofreading services, as I am currently in need of assistance with a document.

The document is [briefly describe the document, e.g., a research paper, a novel, etc.], and it consists of approximately [number of words or pages]. I would like to know more about your rates, turnaround time, and the specific services you offer (e.g., grammar checking, formatting, etc.).

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

Best regards,

[Your Name]

[Your Contact Information]