

Dear [Proofreader's Name],

I hope this message finds you well. I am reaching out to inquire about the turnaround times for proofreading services that you provide. I have a manuscript that I would like to have reviewed and would appreciate knowing how long the process typically takes.

Could you please inform me of your current turnaround times, as well as any possible options for expedited service if available?

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Contact Information]