

Appeal for Translation Quote

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Position]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed quote for translation services for multiple languages. We are planning to translate our [insert document type, e.g., marketing materials, website, etc.] into the following languages:

- [Language 1]
- [Language 2]
- [Language 3]
- [Language 4]

We would appreciate it if you could provide us with the costs associated with the translations, including any bulk discounts that may apply, as well as timelines for completion.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]