

Request for Detailed Quote on Translation Services

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To,
[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a detailed quote for your translation services. We are planning to translate [specify the type of documents, e.g., technical manuals, marketing materials, legal documents, etc.], and would appreciate your assistance.

Details of the project are as follows:

- Language Pair: [Specify source and target languages]
- Document Type: [Specify the type of document]
- Word Count: [Estimate the number of words]
- Deadline: [Specify deadline]

We are particularly interested in understanding your pricing structure, turnaround time, and any other relevant details or services that you offer.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]