

Request for Quote: Translation Services

Date: [Insert Date]

To: [Translation Service Provider's Name]

Address: [Provider's Address]

Dear [Provider's Contact Name],

I hope this message finds you well. I am writing to request a quote for translation services for [briefly describe the type of document, e.g., legal, technical, marketing, etc.] from [Original Language] to [Target Language].

The document contains approximately [number of words/pages] and includes the following specific requirements:

- Deadline: [Insert Deadline]
- Formatting Requirements: [Insert any specific formatting needs]
- Specialized Terminology: [Insert if applicable]

Could you please provide me with your best estimate for the cost and estimated turnaround time for this project? Additionally, any information regarding your qualifications and experience in this field would be appreciated.

Thank you for your assistance. I look forward to receiving your quote soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]