

# Request for Cost Estimate

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a cost estimate for translation services pertaining to [briefly describe the material to be translated, e.g., a document, a website, etc.].

The details of the translation project are as follows:

- Source Language: [Insert Language]
- Target Language: [Insert Language]
- Word Count/Length: [Insert Word Count or Length]
- Deadline: [Insert Deadline]

Could you please provide a detailed estimate that includes the cost per word or page, any additional fees, and the timeline for completion? Your prompt response would be greatly appreciated, as it will assist us in our planning process.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]