

Proposal for Translation Services

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an estimate for translation services that our organization requires.

We are looking to translate [insert details of the document(s) to be translated, e.g., a report, website, etc.] from [source language] to [target language]. The approximate word count is [insert number of words], and we anticipate the deadline for completion to be [insert deadline].

Could you please provide us with an estimate that includes the following details:

- Cost per word or project pricing
- Estimated turnaround time
- Details regarding any additional fees (if applicable)
- Your experience and qualifications in this field

We look forward to your prompt response and hope to establish a mutually beneficial working relationship.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]