

Request for Pricing Information

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company/Organization Name]. We are currently seeking professional translation services for a project we have in mind.

Could you please provide us with detailed pricing information for your translation services? Specifically, we are interested in the following:

- Languages offered
- Rates per word/page
- Turnaround times
- Additional services offered (e.g., proofreading, localization)

Your prompt response would be greatly appreciated, as we are looking to make a decision soon.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]