

Request for Quote on Language Translation Services

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a quote for language translation services for our upcoming projects.

We require translation for the following languages:

- [Language 1]
- [Language 2]
- [Language 3]

Details of the project:

- Document Type: [e.g., technical manuals, marketing materials]
- Word Count: [Insert word count]
- Deadline: [Insert deadline]

Could you please provide us with your rates, availability, and any additional information relevant to your services? We are keen to establish a productive partnership.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]