

Request for Quotation

Date: [Insert Date]

To: [Insert Translation Service Provider's Name]

Address: [Insert Address]

Dear [Insert Name],

We are seeking quotes for specialized translation services for our upcoming project. The details of the project are as follows:

- **Source Language:** [Insert Source Language]
- **Target Language:** [Insert Target Language]
- **Document Type:** [Insert Document Type]
- **Word Count:** [Insert Word Count]
- **Expected Delivery Date:** [Insert Delivery Date]

We would appreciate it if you could provide us with a detailed quotation including:

- Cost per word/page
- Turnaround time
- Payment terms
- Any additional fees (if applicable)

Please send your quotation by [Insert Deadline Date]. If you require any further information, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]