

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to inquire about your translation services as we are currently seeking pricing details for [specific language(s)] translation.

We are interested in the following:

- Types of translation services offered.
- Pricing structure and any bulk discounts.
- Estimated turnaround times for [specific document types].
- Your terms and conditions.

We would appreciate it if you could provide this information at your earliest convenience, as we are in the process of finalizing our vendor selection.

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

Warm regards,

[Your Name]

[Your Job Title]

[Your Company]