

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request professional editing assistance for my [describe your document - e.g., manuscript, thesis, report]. I believe that your expertise in [mention specific area of editing] will greatly improve the quality of my work.

The document, which is approximately [word count] words, addresses [briefly describe the subject matter or purpose of the document]. I am particularly concerned about [mention specific areas you would like help with, such as grammar, clarity, structure, etc.].

I would appreciate it if you could let me know your availability, rates, and any specific requirements you may have. I am looking forward to collaborating with you to enhance the clarity and impact of my work.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]