

Request for Editing Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Editor's Name]

[Editor's Company]

[Company Address]

[City, State, Zip Code]

Dear [Editor's Name],

I hope this message finds you well. I am reaching out to request editing services for my [type of document, e.g., manuscript, article, thesis] titled "[Title of Document]."

The document is approximately [number of pages/words] and is intended for [publication/audience]. I am looking for assistance in [specific areas, e.g., grammar, style, structure] to ensure that it meets the highest standards.

Could you please provide your availability and pricing information? I would greatly appreciate your expertise and insights.

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

Best regards,

[Your Name]