

Letter of Solicitation for Editing Quotes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am currently seeking professional editing services for [briefly describe the project, e.g., a manuscript, article, etc.]. Given your expertise in editing and your impressive portfolio, I would like to request a quote for your services.

The details of the project are as follows:

- Type of Document: [e.g., manuscript, article]
- Word Count: [insert word count]
- Editing Level Required: [e.g., basic proofreading, developmental editing]
- Deadline: [insert deadline]

Please provide me with your rates, availability, and any other relevant information that might help in making a decision. I am looking to have this project edited by [insert deadline], so a timely response would be greatly appreciated.

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

Sincerely,

[Your Name]