

Translation Services Bid

Date: [Insert Date]

To: [Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Proposal for Translation Services

Dear [Client's Name],

I am writing to submit my bid for providing translation services for your non-fiction texts. With extensive experience in translating various genres, particularly in the fields of [specific field of translation, e.g., science, history, etc.], I am confident in my ability to deliver accurate and culturally relevant translations.

Proposed Services:

- Translation of [Specify number] non-fiction texts.
- Estimated completion time: [Specify time frame].
- Quality assurance measures to ensure accuracy and readability.

Pricing:

The total cost for the translation services will be [Insert Price], which includes [list any additional services, if applicable].

Why Choose Me:

I possess [number] years of experience in translation, with a focus on non-fiction. My qualifications include [mention relevant qualifications, certifications, or notable projects].

I am excited about the opportunity to work with [Client's Company Name] and contribute to your projects. Please feel free to reach out if you have any questions or need further details about my bid.

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

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]