

# Proposal for Translation Services

**Your Name**

Your Address  
City, State, Zip Code  
Your Email  
Your Phone Number  
Date: [Insert Date]

**Client's Name**

Client's Company  
Client's Address  
City, State, Zip Code

Dear [Client's Name],

I am writing to propose my translation services for your upcoming project. With over [X years] of experience in translating [specify languages] documents, I am confident in my ability to meet your needs and deliver high-quality translations promptly.

My services include:

- Translation of documents from [language 1] to [language 2]
- Proofreading and editing of translated materials
- Localization services to cater to specific audiences

My rates are competitive, starting at [rate]. I am able to work under tight deadlines and ensure that the final output is both accurate and culturally relevant.

I believe effective communication is key to any successful project, and I am committed to collaborating closely with you to achieve your desired outcomes.

Thank you for considering my proposal. I look forward to discussing this opportunity further.

Sincerely,  
[Your Name]