

Inquiry for Professional Conference Interpretation Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Interpreter Service Provider's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Interpreter Service Provider's Name],

I hope this message finds you well. I am reaching out to inquire about your professional interpretation services for an upcoming conference titled "[Conference Name]." The event is scheduled to take place on [Event Date] at [Event Location].

We anticipate approximately [Number of Participants] participants, and we will require interpretation in the following languages: [List Languages]. Could you please provide me with information regarding your availability, pricing, and any additional services you offer? Additionally, I would appreciate any details regarding your interpreters' qualifications and experience.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]