

Proposal for Conference Interpretation Services

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our proposal for interpretation services at the upcoming [Conference Name] to be held on [Date] at [Venue]. Our team of professional interpreters is equipped to provide high-quality interpretation in [Languages] to ensure effective communication throughout the event.

Interpretation Services Offered:

- Simultaneous Interpretation
- Consecutive Interpretation
- Whispered Interpretation

Proposal Details:

We propose the following:

- Number of interpreters: [X]
- Equipment: [Details of equipment provided]
- Total cost: [Amount]

Our interpreters are highly trained and have extensive experience in conference settings, ensuring that all attendees will receive accurate and timely interpretation. We are committed to making your event a success.

Next Steps:

Please feel free to contact us at your earliest convenience to discuss this proposal in further detail or to address any questions you may have.

Thank you for considering our proposal. We look forward to collaborating with you for a successful conference.

Sincerely,

[Your Name]

[Your Position]

[Your Company]