

# Translation Quality Feedback

Date: [Insert Date]

To: [Translator's Name]

From: [Your Name]

Subject: Feedback on Recent Translation Project

Dear [Translator's Name],

I hope this message finds you well. I would like to take a moment to provide feedback on the recent translation project you completed for [Project Name].

## Overall Assessment

The quality of the translation was overall [excellent/good/fair/poor]. The following aspects stood out:

### Strengths

- [Clarity of translations]
- [Cultural relevance]
- [Terminology accuracy]

### Areas for Improvement

- [Grammar or punctuation issues]
- [Consistency in terminology]
- [Cultural context adjustments]

We appreciate your hard work and dedication to this project. Please consider the feedback provided as a means to enhance your future translations.

Thank you for your attention to these details. I look forward to your continued collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company]