

# Request for Multilingual Translation Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request multilingual translation services for [specify documents, materials or projects] that we require to be translated into [list target languages].

The documents consist of [brief description of contents], and our goal is to ensure that the translation accurately conveys the intended message while considering cultural nuances.

We would appreciate it if you could provide us with the following information:

- Availability and timeline for completing the translations
- Pricing structure for the services
- Qualifications and expertise of the translators
- Sample translations or references

We are looking forward to your prompt response to this request. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]