

Translation Quality Assurance Statement

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to provide you with our Translation Quality Assurance (TQA) Statement for the project entitled "[Project Name]." This statement outlines our commitment to maintaining the highest standards of quality in our translation services.

Our TQA process involves the following key steps:

- Initial Translation by a Qualified Linguist
- Review by a Second Linguist
- Final Quality Check by a Project Manager
- Client Feedback Integration

We have implemented rigorous quality checks and follow industry best practices to ensure that our translations accurately reflect the meaning and intent of the source material. Furthermore, all projects are delivered on time and with utmost confidentiality.

If you have any questions regarding our translation process or quality assurance measures, please feel free to reach out.

Thank you for your trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]