

# Inquiry for Translation Services

Dear [Translator's Name or Company Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about your translation services.

We are currently seeking a professional translator who is proficient in multiple languages, including [List specific languages]. Our project involves [Briefly describe the project, e.g., translating documents, website content, marketing materials, etc.], and we would like to discuss the possibility of collaborating with you.

Please let us know your availability for a brief call or meeting to discuss this opportunity further. Additionally, we would appreciate it if you could provide us with your rates and any relevant experience you may have.

Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]