

Inquiry for Multilingual Translation Services

Date: [Insert Date]

To: [Translation Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Contact Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization Name]. We are currently seeking a professional translation service that can provide multilingual translation for our upcoming projects.

We are particularly interested in translation for the following languages: [List Languages]. The required documents include [Briefly describe the types of documents, e.g., marketing materials, legal documents, etc.].

Could you please provide us with the following information:

- Pricing structure for the languages mentioned.
- Estimated turnaround time for translation services.
- Qualifications or certifications of your translation team.
- Any relevant case studies or client testimonials.

We would appreciate your response by [Insert Deadline Date] so that we can proceed accordingly. Thank you for your attention to this matter. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]