

Inquiry for Translation Services

Dear [Service Provider's 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 professional translation assistance in the following languages:

- [Language 1]
- [Language 2]
- [Language 3]
- [Language 4]

Could you please provide us with information regarding:

1. Your rates per word/page.
2. Available languages and dialects.
3. Estimated turnaround times for various projects.
4. Any additional services you offer, such as localization or proofreading.

We are looking to start this project as soon as possible, so a prompt response would be greatly appreciated.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]