

# Proposal for Multi-Lingual Document Translations

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I am writing to propose our professional multi-lingual document translation services to meet your organization's needs. As a leading translation agency, we specialize in providing quality translations in various languages, ensuring that your documents are accurately and culturally adapted for your target audience.

Our services include:

- Document translation across a wide range of industries
- Certified translations for legal, medical, and technical documents
- Localization services to adapt content for specific markets
- Fast turnaround times without compromising quality

At [Your Company Name], we understand the importance of maintaining the original message while ensuring linguistic and cultural appropriateness. Our team comprises native-speaking translators with expertise in various fields.

We would be excited to collaborate with [Recipient Company Name] to support your translation needs and help expand your reach in the global market. Please find attached a detailed proposal outlining our services and pricing.

Thank you for considering our proposal. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]