

Inquiry Regarding Multi-lingual Translation Services

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently exploring options for professional multi-lingual translation services for an upcoming project.

Could you please provide me with information regarding the following:

- The languages you specialize in for translation
- Your pricing structure for different languages and document types
- Your estimated turnaround times for projects
- Any specialties or certifications your translators hold

I appreciate your assistance and look forward to your prompt response.

Thank you.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]