

Request for Quote

Date: [Insert Date]

To: [Insert Company Name]

Address: [Insert Company Address]

Email: [Insert Company Email]

Dear [Insert Contact Name],

I am writing to request a quotation for your translation services. We are seeking professional translation for our documents into multiple languages, including but not limited to [List Target Languages].

Details of the project include:

- Document Type: [e.g., Legal, Marketing, Technical]
- Word Count: [Insert Total Word Count]
- Deadline for Submission: [Insert Deadline]

Could you please provide us with the following information?

- Pricing structure: [e.g., per word, per page]
- Estimated delivery timelines
- Experience in translating similar documents
- Minimum and maximum order limits

We look forward to your prompt response to help us proceed with our project.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]