

Request for Translation Services

Date: [Insert Date]

To: [Insert Recipient's Name]

Company/Organization: [Insert Company/Organization Name]

Address: [Insert Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request translation services for a document that requires conversion into multiple languages. The details of the document are as follows:

- **Document Title:** [Insert Document Title]
- **Original Language:** [Insert Original Language]
- **Target Languages:** [Insert Languages Needed]
- **Document Length:** [Insert Number of Words/Pages]
- **Deadline for Translation:** [Insert Deadline]

Please let me know your availability and the estimated cost for this service. I appreciate your prompt response so we can proceed accordingly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]