

Request for Proposals: Multi-Lingual Translation Services

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. We are currently seeking reliable multi-lingual translation providers to assist us in our ongoing projects which require high-quality translations across various languages.

Your expertise in the field of translation was highly recommended, and we are eager to explore potential collaborations. The details of our requirements are as follows:

- Languages needed: [List languages]
- Document types: [Specify document types e.g., manuals, marketing materials]
- Turnaround time: [Specify required turnaround time]
- Budget constraints: [Specify if any]

We would appreciate any information regarding your services, including your pricing structure, turnaround times, and previous experience with similar projects. Please send us your proposal by [Insert Deadline].

Thank you for considering our request. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]