

Translation Request for Commercial Lease

Date: [Insert Date]

To: [Translation Service Provider Name]

Address: [Translation Service Provider Address]

Dear [Service Provider's Name],

I am writing to request a translation of a commercial lease agreement from [Source Language] to [Target Language]. The lease document consists of [number of pages/words] and requires professional translation to ensure accuracy and clarity.

Attached to this email, please find the following documents:

- Commercial Lease Agreement

The deadline for the completion of this translation is [Insert Deadline]. Please confirm your availability and provide me with a quote for your services.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]