

Lease Agreement Translation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a translation of my lease agreement from [Original Language] to [Target Language]. The document is essential for my understanding of the terms and conditions of the lease.

The lease agreement consists of [number of pages] pages and includes the following important sections:

- Lease Duration
- Rent Payment Details
- Maintenance Responsibilities
- Termination Clause

Thank you for considering my request. Please let me know if you require any additional information or documents and provide a quote for your services.

Looking forward to your response.

Sincerely,

[Your Name]