

Translation Proposal for Lease Document

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Proposal for Translation of Lease Document

Dear [Client's Name],

Thank you for considering our services for the translation of your lease document. We understand the importance of accuracy and precision in legal documents, and we are committed to providing high-quality translation that meets your needs.

Scope of Work

We will translate the lease document from [Source Language] to [Target Language]. The document includes [brief description of the content or specific sections to be translated].

Timeline

The estimated completion time for this project is [Insert Timeframe]. We will ensure to deliver the translated document within this period.

Cost Estimate

The total cost for the translation services will be [Insert Amount]. This includes [mention any additional services such as proofreading or formatting].

Next Steps

If you are in agreement with this proposal, please respond by [Insert Response Deadline]. Upon your approval, we will proceed with the project.

Thank you for considering our proposal. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Your Contact Information]