

# Rental Agreement Translation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the possibility of having a rental agreement translated from [Original Language] to [Target Language]. The agreement is [brief description of the agreement, e.g., a lease for an apartment] and consists of approximately [number of pages/words].

Please let me know if you can assist with this translation and provide me with an estimate of the cost and time required. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]