

Pro Bono Translation Services Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request pro bono translation services for [specific document or project], which requires translation from [source language] to [target language].

This project aims to [briefly describe the purpose of the document or project and its importance]. We believe that accurate translation is essential to reach our target audience effectively.

We would greatly appreciate your assistance in making this possible. If you are available and willing to help, please let me know, and I would be happy to discuss further details at your earliest convenience.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Organization (if applicable)]