

Introduction Letter for Translation Services

Date: [Insert Date]

[Client's Name]

[Client's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name], a company specializing in professional translation services. We pride ourselves on providing high-quality, accurate translations tailored to meet the specific needs of our clients.

At [Your Company Name], we understand the importance of clear communication in today's global market. Our diverse team of professional linguists is proficient in over [number] languages, ensuring that we can serve a wide range of industries, including legal, medical, technical, and marketing translations.

We utilize a thorough quality assurance process to ensure that all translations maintain the original message's integrity while being culturally relevant. Our commitment to excellence has earned us the trust of numerous clients, and we are proud of our track record of successful projects.

I would love the opportunity to discuss how our translation services can support your business objectives. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to set up a meeting.

Thank you for considering [Your Company Name]. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]