

Proposal for Professional Translation Services

Date: [Insert Date]

To: [Client's Name]
[Client's Position]
[Client's Company]
[Client's Address]

Dear [Client's Name],

We are pleased to submit our proposal for professional translation services that meet your organization's needs. With extensive experience in the language services industry, we are confident in our ability to provide high-quality translations that resonate with your target audience.

Our Services

- Document Translation
- Website Localization
- Interpretation Services
- Multilingual SEO Services

Why Choose Us?

- Experienced translators with expertise in diverse industries
- Commitment to quality and timely delivery
- Competitive pricing
- Customized solutions to fit your specific needs

Project Timeline

We propose a timeline of [insert timeline] for project completion, subject to your approval.

Investment

The estimated cost for our services is [insert amount], which includes [briefly specify what the cost includes].

Thank you for considering our proposal. We look forward to the opportunity to work with [Client's Company] and help you achieve your translation goals. Please feel free to contact us at [Your Phone Number] or [Your Email] for further discussion.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Address]