

Letter of Acknowledgment for Translation Services

Date: [Insert Date]

To: [Translator's Name]

Company: [Translator's Company Name]

Address: [Translator's Address]

Email: [Translator's Email]

Dear [Translator's Name],

We are pleased to inform you that we have accepted your proposal for translation services regarding [Insert Project Name or Description]. We appreciate your expertise and look forward to collaborating with you on this project.

The details of the project are as follows:

- **Source Language:** [Insert Source Language]
- **Target Language:** [Insert Target Language]
- **Deadline:** [Insert Deadline]
- **Payment Terms:** [Insert Payment Terms]

Please confirm your acceptance of this project by replying to this letter. Should you have any questions or require further details, feel free to reach out at [Your Contact Information].

Thank you for your collaboration. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]