

Affirmation of Translation Service Agreement

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To: [Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

This letter serves as an affirmation of our agreement for translation services, as discussed on [Insert Discussion Date]. I am pleased to confirm that I will provide translation services for the following documents:

- [Document 1]
- [Document 2]
- [Document 3]

The scope of the work includes translation from [Source Language] to [Target Language] and the expected delivery date is [Insert Delivery Date]. The agreed compensation for these services is [Insert Amount].

By signing below, both parties agree to the terms outlined above.

Sincerely,

[Your Signature]
[Your Printed Name]

Accepted by:
[Client's Signature]
[Client's Printed Name]
Date: [Insert Date]