

Confirmation of Translation Service Engagement

Date: [Insert Date]

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

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

Dear [Client's Name],

We are pleased to confirm our engagement for translation services as per our discussions. Below are the details of our agreement:

- **Project Description:** [Brief description of the translation project]
- **Source Language:** [Language to be translated from]
- **Target Language:** [Language to be translated to]
- **Delivery Date:** [Expected delivery date]
- **Total Fee:** [Agreed amount for the service]

Please confirm your acceptance of this engagement by signing below and returning a copy to us.

We look forward to working with you!

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Accepted by: _____
[Client's Name]
Date: _____