

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Translation Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Job Title] at [Your Company Name]. We are currently exploring potential partners for translation services, and your company was recommended to us.

We have a number of projects requiring translation from [source language] to [target language]. Specifically, we are interested in [briefly describe the content type, e.g., legal documents, marketing materials, technical manuals, etc.], and we would like to inquire about your services, rates, and turnaround times.

Could you please provide us with more information regarding your offerings? Additionally, we would appreciate it if you could send us any relevant case studies or references from similar projects you have completed.

Thank you for your time, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]