

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to introduce our specialized translation services that can help [Recipient's Company] enhance its reach and communication with broader audiences.

At [Your Company], we understand the complexities involved in translating specialized content across fields such as legal, medical, technical, and financial sectors. Our team of experienced linguists not only possesses fluency in the target languages but also holds expertise in the specific domains, ensuring accuracy and cultural relevance in every project we handle.

We have successfully supported businesses like [Client 1] and [Client 2], providing exceptional translation services that have helped them achieve [specific outcomes]. Our commitment to quality and attention to detail sets us apart in the industry.

I would welcome the opportunity to discuss how we can assist [Recipient's Company] with its translation needs. Please let me know if we can schedule a time to talk or if you would like any further information about our services.

Thank you for considering [Your Company] as your translation partner. I look forward to the possibility of working together.

Sincerely,
[Your Name]
[Your Title]
[Your Company]