

Sample Inquiry Email for Translation Services

Subject: Inquiry Regarding Translation Services

Dear [Translation Service Provider/Name],

I hope this message finds you well. I am writing to inquire about your professional translation services. I have a project that requires translation from **[Source Language]** to **[Target Language]**.

Project Details:

- **Document Type:** [e.g., Legal document, Marketing material, Website content, etc.]
- **Word Count/No. of Pages:** [Specify approximate length]
- **Desired Delivery Date:** [Specify deadline]

Please let me know the following:

- Your rates for translation services (per word/page/hour)
- Estimated turnaround time
- The process for submitting documents and receiving translated files
- Available quality assurance measures
- Any experience with similar documents or subject matter

If possible, I would also appreciate a sample of your previous work or a brief test translation.

Thank you very much for your time. I look forward to your response.

Kind regards,

[Your Name]

[Your Position/Organization, if applicable]

[Your Contact Information]