

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Editor's Name
News Outlet Name
News Outlet Address
City, State, Zip Code

Dear [Editor's Name],

I am writing to submit a news story titled "[Title of Your Story]" for consideration for publication in [News Outlet Name]. This story focuses on [brief description of the news story], which I believe will resonate with your readership.

In recent weeks, [provide a brief overview of the main points and significance of your story]. Thanks to [mention any sources or data], we have discovered that [highlight key findings or events].

The story provides insights into [explain why the story is important], and I am confident that it will engage your audience. Enclosed are [mention any additional materials you are including, such as photos, data, or statistics].

Thank you for considering my submission. I look forward to your feedback and hope to see my story featured in your esteemed publication.

Sincerely,
[Your Name]