

Dear [Editor's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position, e.g., Ph.D. student, researcher] at [Your Institution]. I am writing to inquire about the status of my manuscript titled "[Title of Your Manuscript]," which was submitted on [Submission Date].

I would greatly appreciate any updates regarding the editorial assessment process and the timeline I can expect for the review. Understanding the progress of my submission will be immensely helpful for my planning.

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

Sincerely,

[Your Name]
[Your Position]
[Your Institution]
[Your Email Address]
[Your Phone Number]