

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

Publisher's Name
Publisher's Address
City, State, Zip Code

Dear [Publisher's Name or "To Whom It May Concern"],

I hope this letter finds you well. My name is [Your Name], and I am a [briefly describe your background, e.g., writer, educator, etc.]. I am writing to inquire about the submission process for my manuscript, titled "[Title of Your Book]."

The book is a [brief description of the genre and theme, e.g., historical fiction, self-help, children's literature, etc.], consisting of [number of words/pages]. I believe it aligns with your publishing focus on [mention any relevant genre or subject matter the publisher specializes in].

I would appreciate any guidance on whether you are currently accepting submissions, as well as any specific requirements I should follow.

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

Sincerely,
[Your Name]