

Request for Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Publishing House Name]

[Publishing House Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am an aspiring author currently seeking information on potential publishing opportunities.

I am particularly interested in [specific genre or area of interest], and I would appreciate any insights you could provide regarding your submission guidelines, authorship agreements, and the publishing process at [Publishing House Name].

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

Sincerely,

[Your Name]