

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Agent's Name]

[Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Agent's Name],

I hope this message finds you well. I am writing to follow up on my submission of [Your Manuscript Title] on [Submission Date]. I am eager to hear your thoughts regarding my work.

As a quick reminder, [insert a brief description of your manuscript, including genre and word count]. It explores [insert a brief sentence or two about the themes or unique aspects of your story].

I understand that you receive many submissions and that it can take time to review them. If you have had a chance to look at my manuscript, I would greatly appreciate any updates you might have.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,

[Your Name]