

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Publication/Journal Name]

[Publication Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my original manuscript titled "[Manuscript Title]" which I submitted on [Submission Date]. As it has been [number of weeks/months] since the submission, I would appreciate any updates you might have regarding its review process.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]