

Dear [Author's Name],

Thank you for reaching out to me regarding your manuscript, [Title of Manuscript]. I appreciate the opportunity to consider your work.

[Referring Agent's Name] suggested that I take a look at your project, and I must say that I am intrigued by [a brief mention of the content or theme of the manuscript].

Before we proceed, I would like to ask for [specific materials, e.g., a synopsis, the first ten pages, etc.]. It will help me to better assess your work and determine if it aligns with my current interests.

Thank you once again for thinking of me. I look forward to your response.

Best regards,

[Your Name]

[Your Agency Name]

[Your Contact Information]