# Letter Template for Manuscript Formatting Specifications

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am submitting my manuscript titled "**[Title of Manuscript]**" for your consideration. Below I have outlined the formatting specifications used in the manuscript:

## Manuscript Formatting Specifications

- **Font:** Times New Roman
- **Font Size:** 12 pt
- **Line Spacing:** Double-spacing
- **Margins:** 1 inch on all sides
- **Page Numbering:** Bottom right corner
- **Title Page:** Included, with title, author name(s), and affiliation(s)
- **Abstract:** [Word count] words, included on a separate page
- **References:** [Citing Style] format

I hope these specifications meet your requirements. Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]