

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the publication guidelines for [specific journal or conference name]. I am currently preparing a manuscript and would like to ensure that I adhere to all necessary requirements.

Could you please provide me with information regarding:

- Formatting requirements
- Word count limits
- Reference style
- Submission deadlines

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Institution]

[Your Email]

[Your Phone Number]