

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Editor's Name]
[Journal Name]
[Journal Address]
[City, State, Zip Code]

Dear [Editor's Name],

I hope this message finds you well. I am writing to follow up on the editorial decision regarding my manuscript titled "[Manuscript Title]," submitted on [Submission Date]. It has been [Number of Weeks/Months] since my initial submission, and I would appreciate any updates you might have regarding its status.

I understand the editing process can take time and I truly appreciate your efforts in this regard. Thank you for considering my work for publication in [Journal Name]. I look forward to your response.

Best regards,

[Your Name]
[Your Affiliation]