

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

[Agent's Name]
[Agency Name]
[Agency Address]
[City, State, Zip]

Dear [Agent's Name],

I hope this message finds you well. I am writing to follow up on my manuscript titled "[Title of Manuscript]," which I submitted on [Submission Date]. I wanted to inquire if there are any updates regarding its status.

I appreciate your time and attention to my work, and I am eager to know your thoughts. Thank you for considering my submission. I look forward to hearing from you soon.

Warm regards,

[Your Name]