

[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 inquire about the status of my manuscript titled "[Title of Your Manuscript]," submitted on [Submission Date] under manuscript ID [Manuscript ID]. As it has been [number of weeks/months] since the submission, I would appreciate any updates regarding the peer-review progress.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Affiliation]