Request for Resubmission Guidelines

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request guidance on the resubmission process for my recent submission titled "[Title of Your Submission]" that was reviewed on [Date of Review].

After careful consideration of the feedback provided, I am eager to address the comments and improve my work accordingly. To ensure that I am following the correct procedures and meeting the necessary requirements for resubmission, I would be grateful if you could provide me with the specific guidelines or expectations for this process.

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

Sincerely,

[Your Name]