

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
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 entitled "[Manuscript Title]", which was submitted on [Submission Date]. As it has been [number of months/weeks] since the submission, I would appreciate any updates regarding its review process.

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

Sincerely,
[Your Name]