

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

Contest Organizer's Name  
Contest Name  
Organization's Name  
Organization's Address  
City, State, Zip Code

Dear [Contest Organizer's Name],

I am writing to submit my short story titled "[Story Title]" for consideration in the [Contest Name]. The story is approximately [word count] words long and explores [brief description of themes or characters].

Thank you for the opportunity to participate in this contest. I look forward to your response.

Sincerely,  
[Your Name]