

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the publishing rights for my manuscript titled "[Title of Manuscript]," which I submitted to [Publishers Name] on [Submission Date].

As I consider future publishing avenues and potential collaborations, I would appreciate your clarification regarding the current status of my manuscript and any rights associated with it. Specifically, could you inform me whether:

1. I retain the rights to submit the manuscript elsewhere while it is under consideration?
2. There are any specific publishing rights or agreements I should be aware of?
3. The expected timeline for your review process?

Thank you for your attention to this matter. I look forward to your prompt response so I can make informed decisions regarding my manuscript.

Sincerely,

[Your Name]