Date: [Insert Date]

[Your Name]
[Your Position]
[Your Institution]
[Institution Address]
[Email Address]
[Phone Number]

Editor-in-Chief
[Journal Name]
[Journal Address]

Dear Editor,

I am writing to submit our manuscript titled "[**Title of Manuscript**]" for your consideration for publication in [**Journal Name**]. This manuscript provides a comprehensive analysis of [briefly outline the focus of the technical report, e.g., a novel algorithm/methodology, experimental results, etc.].

The research presented in this paper addresses [mention the problem or gap the research is addressing], and we believe it will be of interest to the readers of your journal due to [reason why the research is relevant to the journal's audience].

We confirm that this manuscript has not been published elsewhere and is not under consideration by any other publication. All authors have agreed to the submission, and there are no conflicts of interest to declare.

Thank you for considering our manuscript. We look forward to your response and hope for the opportunity to contribute to [Journal Name].

Sincerely,
[Your Name]
[Your Position]