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Sample Format for Cover or Query Letter

Your Name (Or Letterhead)  
Address, City, State, Zip  
Phone numbers, E-mail address

Agent/Editor/Publisher Name  
Title  
Address  
City, State, Zip

Date

Dear (Name):

This is a format you can use for hard copy cover or query letters. Adjust the format as needed for electronic queries, which are accepted by most agents and publishers. Always follow the specific guidelines of the agent/editor/publisher. For added tips on preparation see *Formatting & Submitting Your Manuscript* and *Writer's Market*, both published by Writer's Digest Books.

Cover letters are sent with manuscripts you are submitting for publication. They may include:

- a reminder of prior contact
- details such as availability of photos
- appropriate author information

Queries are basically sales letters for nonfiction you would like to write, or for a novel you have already written. The query may include:

- a few paragraphs designed to stir interest in the work
- mention of relevant experience (the reason you are the right person to write this)
- information about expected (or finished) length, resources, testimonials

Keep cover and query letters to one page, single spaced, with two spaces between paragraphs. Use a standard 12 point font with no fancy text or graphics. Align left (do not justify). Include note of any enclosures at the end, below your signature.

Close with a polite thank you and mention that you look forward to hearing from them.

Sincerely,

Your Name  
Enclosures: (list)