

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my project titled "[Project Title]" for consideration with [KDP/Kindle Direct Publishing]. The project is a [brief description of the project, e.g., genre, target audience, etc.]. [Optional: Include a brief synopsis or overview of your project, highlighting its unique features or selling points.]

Enclosed with this letter are the required materials, including:

- [List of materials, e.g., manuscript, cover art, author bio, etc.]

I believe that "[Project Title]" will resonate with readers because [reason]. I look forward to the opportunity to share my work with a broader audience.

Thank you for considering my submission. Please feel free to contact me at [your email/phone number] for any further information.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]