

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request approval for my manuscript titled "[Title of Your Book]" for publication on Amazon Kindle Direct Publishing (KDP).

The manuscript, which is approximately [word count] words long, falls within the [genre/category] category. The content is original and adheres to KDP's guidelines regarding copyright and formatting. I have taken great care to ensure that all elements of the book meet your standards for quality and content.

[Briefly summarize your book's theme, purpose, and target audience. Include any relevant background or qualifications that support your work.]

I believe my book would be a valuable addition to the KDP catalog and appeal to a broad audience. I am excited about the possibility of sharing my work with readers through your platform.

Please let me know if there are any additional steps or documentation needed from my side to expedite the approval process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]