

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to submit my manuscript titled "[Title of Your Book]" for consideration on Kindle Direct Publishing (KDP). This work is a [brief description of the genre and theme, e.g., contemporary fiction that explores themes of love and loss]. The book comprises [number of words/pages] and is intended for [target audience, e.g., young adults, mystery lovers, etc.]. The plot revolves around [brief summary of the plot, main characters, and key elements]. As a [your background, e.g., writer, educator, etc.], I have [relevant experience or achievements, if applicable]. I believe that "[Title of Your Book]" will resonate with readers because [reason why it will appeal].

I have included the manuscript as an attachment, formatted according to KDP guidelines. I appreciate your consideration and look forward to your feedback.

Thank you for your time and attention.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Optional: LinkedIn profile or website link]