

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

[Recipient's Name]
[Recipient's Title]
[Journal Name]
[Journal's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my manuscript titled "[Manuscript Title]," which was submitted on [Submission Date].

As it has been [duration since submission], I would appreciate any updates regarding the review process or expected timelines for a decision. I understand that the review process can be lengthy and I appreciate your efforts in maintaining the quality of the journal. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Affiliation]