

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

[Recipient Name]  
[Recipient Title]  
[Journal Name]

[Journal Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to submit a manuscript titled "[Title of Manuscript]" for consideration for publication in the [Journal Name]. This manuscript [briefly describe the scope or content of the manuscript and its relevance to the journal].

The primary objective of this research is to [state the primary aim or research question]. We believe that our findings contribute to the existing body of knowledge by [explain how your findings are relevant and valuable to the journal's audience].

We affirm that this work is original and has not been submitted to any other journal during the review process. Additionally, I confirm that all authors have approved the submission of this manuscript to [Journal Name].

Thank you for considering our work. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Institution]