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[Recipient Title]
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[Recipient Address]
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Dear [Recipient Name],
Subject: Submission of [Title of Submission]
1. **Cover Letter**
 - Brief introduction of the submission
 - Purpose of the submission
 - Importance and relevance to QxMD audience
2. **Authors Information**
 - List of authors
 - Affiliation for each author
 - Corresponding author contact information
3. **Conflict of Interest Statement**
 - Disclosure of any potential conflicts
4. **Funding Information**
 - Acknowledgment of funding sources
5. **Ethical Approval**
 - Confirmation of ethical approval (if applicable)
6. **Submission Details**
 - Type of submission (e.g., article, review, opinion)
 - Keywords relevant to submission
7. **Format Compliance**
 - Adherence to QxMD submission guidelines
 - Correct formatting (font, margins, etc.)
8. **References**
 - Complete list of references cited in the submission
9. **Tables/Figures**
 - Check inclusion of tables and figures
 - Ensure proper formatting and resolution
10. **Review and Edits**
 - Proofread for grammar and clarity
 - Verify all sections are complete
Thank you for considering this submission. I look forward to your
feedback.
Sincerely,
[Your Name]
[Your Affiliation]
[Your Position]