

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Editor's Name]
[Journal/Publisher Name]
[Address]
[City, State, Zip Code]

Dear [Editor's Name],

Subject: Request for Editing [Manuscript Title]

I hope this message finds you well. I am writing to formally request editing assistance for my manuscript titled "[Manuscript Title]," submitted on [Submission Date], under the reference number [Manuscript ID].

I would appreciate your guidance on the following aspects:

1. [Specific aspect or section you want edited]
2. [Specific aspect or section you want edited]
3. [Specific aspect or section you want edited]

I believe that your insights will significantly enhance the quality of my work. Please let me know if there are any specific formats or guidelines I should follow.

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

Best regards,

[Your Name]
[Your Institution/Affiliation]
[Optional: Your Position/Title]