

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

[Date]
[Agent's Name]
[Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Agent's Name],

[Opening paragraph: Introduce yourself and your book. Include word count, genre, and a brief tagline or hook for your manuscript.]

[Second paragraph: Provide a brief synopsis of your story, highlighting the main characters, conflict, and themes without revealing spoilers.]

[Third paragraph: Share information about your writing credentials, previous publications, or relevant experiences that establish your credibility as a writer.]

[Fourth paragraph: Mention any personal connections or reasons for choosing this agent or agency, if applicable.]

[Closing paragraph: Thank the agent for their time, express your hope for a potential partnership, and indicate that the manuscript is available upon request. Include any relevant enclosures, like a synopsis or sample pages.]

Sincerely,
[Your Name]