

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

[Editor's Name]
[Publication's Name]
[Publication's Address]
[City, State, Zip Code]

Dear [Editor's Name],

I am writing to submit my [type of work: article, essay, short story, etc.] titled "[Title of Your Work]" for consideration in [Publication's Name].

[Briefly introduce the topic of your work and why it fits the publication's focus or audience. Include any relevant background information about yourself or your previous work.]

The [type of work] is approximately [word count] words and is an original piece that has not been submitted elsewhere.

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

Sincerely,

[Your Name]