

SUBMISSION LETTER TEMPLATE

Your Name

Your Email Address

Title Being Submitted

Date of Submission

Name

Company Name

Dear _____,

Write about yourself, what you like to do (hobbies, where you're based, what job do you do, type of writer are you, etc...). Let us get to know you. Why did you write the title you're submitting?

Attached is *ten pages/the first chapter* of [insert titles name here]. Write about your title: a synopsis, if you will.

This should include:

- Themes
- POV style
- Genres
- Age range
- Setting
- Current Word Count
- How much editing has been done and what type? (Critique Partners/Professional/Self, etc...)
- What do you want your book to be (X book meets Y book is a great way to explain this to us)
- Is there any element[s] you wish to bring to our attention - anything that might be a grey area for our submission guidelines?

Sign off,

Your name.