

Dear [Editor's Name],

Please consider this [short story/poem/essay], “[Title]”, for publication in *Journal Name*. It is [word-count] words long and is a simultaneous submission. I am a long admirer of *Journal Name*, and was inspired to submit after reading [Author Name]'s [praising description] story “[Title]” in your most recent issue.

My work can be found in *Journal One*, *Journal Two*, and *Journal Three*. I am currently [activity e.g. “studying creative writing,” “working as a teacher,” etc.] at [place]. [Other relevant thing maybe].

Thank you for your time. I look forward to hearing from you!

[Your Name]

[your email]

[your phone number]

[your address]