A QUERY LETTER SHOULD ONLY BE ONE PAGE.

Your name

Address

Phone Number

Email

Date

Full name of agent

Agency name

Address

Subject: Submission of Title and Genre

Dear (Do not use Sir or Madam – Use Agent’s last name.)

I have researched your agency, and I would be honored to be a part of it. I write (Genre – and be specific – If I were going into a bookstore – where would I find your books? Contemporary Romance, Mysteries, Thrillers, Bible Studies, etc.) and the title is (Title of your book.) The manuscript is complete with (number of words. (Make sure you have visited the agent or editor’s website, and your book meets their word count.)

Put your blurb here. Make sure you’re addressing the internal (Example: She was jilted and afraid to marry again.) and external conflicts (External example: job, location issue, etc. Like what you would read on the back of book before buying it. No more than two paragraphs, and no more than six sentences in each.)

I’m a member of the following organizations to network, remain current on the latest marketing opportunities, and to continuously improve my writing. (This shows you have taken the time to education yourself on the craft of writing fiction or nonfiction.)

I am published, and I’ve written (number of books). I am also a speaker, and I provide presentations on (If you are a speaker, put this sentence in, and list a couple of presentations you provide.) If you are submitting your book for the first time, you won’t need this paragraph.

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

Sincerely,

Your name

Your website

Your email again