

COVER LETTER TEMPLATE

[Editor's Name]
[Editor's Title]
[Publication Title]
[Publication Address]

Dear [Entry #1 from worksheet],

Please consider my story, "[story title from worksheet entry #2]" ([word count from worksheet entry #2]) for publication in [Publication Title].

[Here's a good place to mention what you love about their publication, if you choose.]

My previous publications include [your publications list from worksheet entry #4]. And [your list of writing accomplishments from worksheet entry #5].

[Here's a good place to mention any special qualifications you have that directly relate to your story from worksheet entry #7].

Sincerely,

[Your Name]
[Your URL if you have one]