Your Name

(111) 555-1234 | email@email.com | 123 Fake Street, Fakeville, IL 20002

Month Day, Year

Journal Name

Attn: Editor Name or Editor Title

1234 Main Street

New York, NY 20001

Dear Editor Name or Editor Title: (e.g., Jane Doe, Phoenix Sutherland, Fiction Editors, Poetry Editor)

Please find attached my (fiction, poetry, nonfiction, etc.) submission, "Title." (For prose, include this:) The text is about #### words long. (Optional sentence:) This is a simultaneous submission; if it is accepted elsewhere, I will notify you immediately.

Bio: Your Name is a writer whose work has appeared in *The Cool Journal* and *Tipsie-Wipsie Floatie Duck Magazine*, and they (replace pronouns as needed) won the 2020 Literary Award for Awesomeness. They received an MFA in Poetry from Fancy Pants University in 2012. They live in Fakeville with their two cats and iguana.

(Or if you’re just starting out and don’t have any publishing credits yet, something like:)

Bio: Your name writes experimental poetry and fantasy fiction that examines the futility of life through a post-postmodern lens. When not writing, they work at a Hemingway-themed restaurant and occasionally moonlight as a cabaret dancer. They live in Fakeville with their two cats and iguana. (If you’re just starting out, it’s totally fine to keep it even shorter than this.)

Thank you for considering this piece for *Journal Name*.

Closing, (e.g., Sincerely, Best Regards, Warm Wishes, etc.)

Your Name

(Note 1: If you connected personally with an editor or they shortlisted your work, add that to the first sentence of your first paragraph. Maybe something like: “You enjoyed my piece "Other Piece Title" and encouraged me to submit again, so I’m sending you "Title" for your consideration.”)

(Note 2: Bios in formal publications *generally* don’t include website and social media information.)